



This Open Meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, §§ 551.001 through 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of Board Relations. Per Texas Government Code § 551.1282.

**NOTICE OF REGULAR MEETING BY VIDEOCONFERENCE OR TELEPHONE CALL OF THE
BOARD OF TRUSTEES FOR DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL**

Tuesday, September 14, 2021, 4:00 p.m.
1601 Botham Jean Blvd., Room #007, Dallas, Texas 75215
www.dcccd.edu/boardmeetingslive

THIS MEETING WILL BE CONDUCTED PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.127 BY VIDEOCONFERENCE CALL. AT LEAST A QUORUM OF THE BOARD OF TRUSTEES WILL BE PHYSICALLY PRESENT AND PARTICIPATING IN THE MEETING IN PERSON AT 1601 BOTHAM JEAN BOULEVARD, DALLAS, TEXAS 75215. ONE OR MORE MEMBERS OF THE BOARD OF TRUSTEES MAY BE PARTICIPATING FROM A REMOTE LOCATION VIA VIDEOCONFERENCE CALL AND SHALL BE VISIBLE AND AUDIBLE TO THE PUBLIC .

Regular Meeting Agenda

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- 1. Roll Call - Announcement of a Quorum**
- 2. Certification of Notice Posted for the Meeting**
- 3. Pledges of Allegiance to U.S. and Texas Flags**
- 4. Public Hearing on Proposed Tax Rate for Tax Year 2021**
- 5. Citizens Desiring to Address the Board**
- 6. Chancellor and Board Announcements**



(Comments on Accomplishments; Awards Received; Appointments at the Local,

State, and National Level; Published Articles and Newspaper Reports; District/College Reports/Metrics, and Upcoming Events; Workshops, Seminars, and Conferences taking place at the District or any of its Colleges)



- 6.1. Announcements from the Chancellor
- 6.2. Announcements from the Board Chair and/or Trustees

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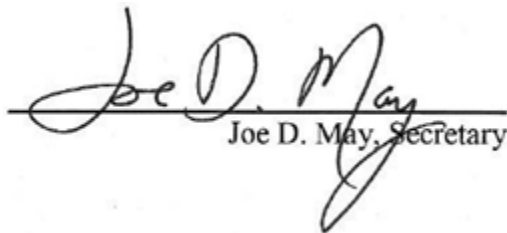
- 11.1. Consultation with Attorney Regarding Legal Matters or Pending and/or Contemplated Litigation or Settlement Offers - Section 551.071
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12. Adjournment

CERTIFICATION OF NOTICE POSTED FOR THE SEPTEMBER 14, 2021 REGULAR MEETING OF
DALLAS COLLEGE AND RICHLAND COLLEGIATE HIGH SCHOOL BOARD OF TRUSTEES

I, Joe D. May, Secretary of the Board of Trustees of Dallas College, do certify that a copy of this notice was posted on the Dallas College website on the 10th day of September 2021 in accordance with those provisions of section 551.043 (a)-(b)(1) of the Texas Government Code, and those other provisions of the Texas Government Code that have not been temporarily suspended by order of Governor Abbott on March 16, 2020.


Joe D. May, Secretary

CONSENT AGENDA NO. 7.1.a.

Approval of the June 23, 2021 Special Meeting Minutes

It is recommended that the Board approve the minutes of the June 23, 2021 special meeting.

A virtual special meeting of the Board of Trustees of Dallas College was held Wednesday, June 23, 2021, beginning at 12:57 p.m. on the Cisco Webex platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd
Ms. Charletta Rogers Compton
Ms. Monica Lira Bravo (chair)
Ms. Diana Flores
Dr. Joe May (secretary and chancellor)
Mr. Phil Ritter (vice-chair)
Mr. JL Sonny Williams
Ms. Dorothy Zimmermann

Members Absent

None.

1. **Roll Call - Announcement of a Quorum** was confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.

4. Individual Item

1. Consideration and possible action on Employment Contract with Justin H. Lonon for the position of Chancellor commencing September 1, 2022 with Justin H. Lonon for the position of Chancellor commencing September 1, 2022

Motion by Diana Flores, 2nd motion by Phil Ritter.

Roll Call vote as follows:

Bravo – aye
Ritter – aye
Compton - aye
Williams – aye
Zimmermann – aye
Boyd – aye
Flores – aye

Motion passed unanimously.

5. Executive Session

None.

6. Adjournment was at 1:09 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

CONSENT AGENDA NO. 7.1.b.

Approval of the August 3, 2021 Special Meeting Minutes

It is recommended that the Board approve the minutes of the August 3, 2021 special meeting.

A hybrid special meeting of the Board of Trustees of Dallas College was held Tuesday, August 3, 2021, beginning at 12:03 p.m. at the Administrative Office building at 1601 Botham Jean Blvd. on the lower level in room 007 and broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive> on the Cisco Webex platform . The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd
Ms. Charletta Rogers Compton
Ms. Monica Lira Bravo (chair)
Ms. Diana Flores
Dr. Joe May (secretary and chancellor)
Mr. Phil Ritter (vice chair)
Ms. Dorothy Zimmermann

Members Absent

None.

1. **Roll Call** - Announcement of a Quorum was confirmed by Perla Molina.
2. **Certification of Notice** posted for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
4. **Executive Session** at 12:06 p.m. and returned to open meeting at 1:45 p.m..
5. **Adjournment** was at 1:45 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

CONSENT AGENDA NO. 7.1.c.

Approval of the August 3, 2021 Regular Meeting Minutes

It is recommended that the Board approve the minutes of the August 3, 2021 Regular Board meeting.

A virtual Regular meeting of the Board of Trustees of Dallas College was held Tuesday, August 3, 2021, beginning at ____ p.m. on the Cisco Webex platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd
Ms. Monica Lira Bravo (Chair)
Ms. Charletta Rogers Compton
Ms. Diana Flores
Dr. Joe May (Secretary and Chancellor)
Mr. Phil Ritter (Vice Chair)
Mr. JL Sonny Williams
Ms. Dorothy Zimmermann

Members Absent

1. Roll Call - Announcement of a Quorum was confirmed by Perla Molina.
2. Certification of Notice Posted for the meeting confirmed by Chancellor Joe May.
3. Public Hearing on Richland Collegiate High School Budget for FY2021-2022
4. Public Hearing on Dallas College Budget for FY2021-2022
5. Citizens Desiring to Address the Board
6. Chancellor and Board Announcements
 1. Announcements from the Chancellor
 2. Announcements from the Board Chair and/or Trustees

7. Discussion of Process on Filling Vacancies for the Board of Trustees and District 1 Appointment

8. Consent Agenda

1. Meeting Minutes

- a. Approval of the June 1, 2021 Regular Meeting Minutes
- b. Approval of the June 22, 2021, Work Session Minutes
- c. Approval of the June 23, 2021, Work Session Minutes

3. Financial Items

- a. Adoption of Resolution Reflecting Review of Investment Policy
- b. Approval of 2021-2022 Brokers-Dealers List

4. Richland Collegiate High School Items

- a. Approval of Authorization of Interim Richland Collegiate High School Superintendent

9. Individual Items

1. Talent Items

- a. Approval of Warrants for Police Officers

2. Financial Items

- a. Approval of Revised Budget for Richland Collegiate High School (RCHS) for FY2020-2021
- b. Adoption of Resolution Approving the Richland Collegiate High School Budget for FY2021-22
- c. Adoption of Resolution Approving the Dallas College Budget for FY2021-2022
- d. Adoption of Resolution Authorizing Sale and Issuance of Dallas College Tax Notes, Series 2021
- e. Approval of Date to Adopt Ad Valorem Tax Rate for 2021 Tax Year, 2022 Fiscal Year

10. Informative Reports

1. Committee Reports

- a. May 4, 2021 Finance Committee Notes

- b. June 1, 2021 Education Workforce Committee Notes
- 10.2. 3rd Quarter Investment Transactions
- 10.3. 3rd Quarter Budget Book Vendor Summary
- 10.4. 3rd Quarter Facilities Improvement Plan Report
- 10.5. 2019 Dallas College Bond Program Quarterly Status Report (July 2021)
- 10.6. Current Funds Operating Budget Report for June 2021
- 10.7. Notice of Grant Awards for (June) 2021
- 10.8. Notice of Grant Awards (August 2021)
- 10.9. Dallas College Foundation Report (June 2021)
- 10.10 Monthly Award and Change Order Summary (June 2021)
- 10.11. Workforce & Advancement - Ascend Institute Report
- 10.12. Dallas College Human Capital New Hire/Position Report (May 12, 2021 - June 12, 2021)
- 10.13. Public Funds Investment Act (PFIA) Changes and Amendments Report

10. Executive Session

12. Adjournment

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

CONSENT AGENDA NO. 7.1.d.

Approval of the August 19, 2021 Special Meeting Minutes

It is recommended that the Board approve the minutes of the August 19, 2021 special meeting.

A virtual special meeting of the Board of Trustees of Dallas College was held Thursday, August 19, 2021, beginning at 2 p.m. broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive> on the Cisco Webex platform . The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd
Ms. Charletta Rogers Compton
Ms. Monica Lira Bravo (chair)
Ms. Diana Flores
Dr. Joe May (secretary and chancellor)
Mr. Phil Ritter (vice chair)
Ms. Dorothy Zimmermann

Members Absent

1. **Roll Call** - Announcement of a Quorum was confirmed by Iris Freemon.
2. **Certification of Notice** posted for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
4. **Financial Item**
 1. Approval to Provide Financial Incentive to Dallas College Students and Employees for Voluntary Proof of COVID-19 Vaccination

Motion by Diana Flores, second by Phil Ritter.

Bravo – aye
Ritter – aye
Boyd – aye
Flores – aye
Compton – not present
Zimmermann – abstain

Motion passed.

5. **Executive Session** at 2:03 p.m., returned to regular meeting at 2:50 p.m.

6. **Adjournment** was at 2:54 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

CONSENT AGENDA NO. 7.1.e.

Approval of the August 26, 2021 Work Session Minutes

It is recommended that the Board approve the minutes of the August 26, 2021 work session.

A hybrid work session of the Board of Trustees of Dallas College was held August 26, 2021, beginning at 3:34 p.m. at the Administrative building and was broadcast on the Cisco Webex platform via the streaming link:

<http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd

Ms. Monica Lira Bravo (chair)

Ms. Diana Flores

Dr. Joe May (secretary and chancellor)

Mr. Phil Ritter (vice chair)

Ms. Dorothy Zimmermann

Members Absent

Ms. Charletta Rogers Compton

1. **Roll Call - Announcement of a Quorum** was confirmed by Chair Bravo.
2. **Certification of Notice Posted** for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
4. **Presentation and Discussion Regarding Issues Related to Governance of Singly Accredited Institution**
Presenters: Rob Wendland, General Counsel, Lisa Karen Atkins, Ogletree Deakins
5. **Executive Session**
None.

6. Adjournment at 4:52 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

CONSENT AGENDA NO. 7.1.f.

Approval of the August 26, 2021 Special Meeting Minutes

It is recommended that the Board approve the minutes of the August 26, 2021 special meeting.

A hybrid special meeting of the Board of Trustees of Dallas College was held August 26, 2021, beginning at 4:52 p.m. at the administrative building in room 036 and was broadcast on the Cisco Webex platform via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Chair Monica Lira Bravo.

Board Members and Officers Present

Mr. Cliff Boyd

Ms. Monica Lira Bravo (chair)

Ms. Diana Flores

Dr. Joe May (secretary and chancellor)

Mr. Phil Ritter (vice-chair)

Ms. Dorothy Zimmermann

Members Absent

Charletta Rogers Compton

1. **Roll Call - Announcement of a Quorum** was confirmed by Chair Bravo.
2. **Certification of Notice Posted** for the meeting was confirmed by Chancellor Joe May.
3. **Pledges of Allegiance to U.S. and Texas Flags** was not recited.
4. **Citizens Desiring to Address the Board**
None.
5. **Consent Agenda**
Trustee Boyd moved and Trustee Flores seconded the motion to approve consent agenda items 5.1.a. and 5.1.b.
 1. Policy Items

- a. Approval of Amendment to Policy Concerning Relations with Educational Accreditation Agencies – GK (LOCAL)
- b. Approval of Amendments to Policies Concerning Sexual Misconduct – DIAA & FFDA (LOCAL)

The motion was approved and passed by a unanimous vote of those present.

6. Executive Session

None.

7. Adjournment

Chair Bravo adjourned the meeting at 4:54 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

POLICY ITEM NO. 7.2.a.

Approval of Amendments to Policies Concerning Academic Achievement –
EGA (LOCAL)

The Chancellor recommends that Board policy EGA (LOCAL) be amended to align with new academic classifications required as a result of the Bachelor of Applied Science Early Child Education degree offering.

Effective Date

Upon Board Approval

LOCAL POLICY

EXPLANATORY NOTES

EGA – Grading and Credit

Revisions to local policy would add “Junior” and “Senior” as academic classifications, clarify the basis for determining the amount and level of credit awards, and update references throughout to align with the one-college model.



Existing Policy



Deleted Policy



New Policy

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

Classification

The following are the standards for academic classification of students:

1. Freshman: A student who has completed fewer than 30 ~~units~~credit hours.
2. Sophomore: A student who has completed 30 credit hours but fewer than 60 semester credit hours, ~~or more units, has not received an associate's degree, and does not have upper division standing in a four-year institution.~~
3. Junior: A student who has completed 60 semester credit hours but fewer than 90 semester credit hours.
- ~~2.~~4. Senior: A student who has completed between 90 to 120 semester credit hours (or completion of baccalaureate degree requirements).
- ~~3.~~5. Part-time: A student carrying fewer than 12 ~~units~~credit hours of work during a Spring or Fall semester or less than six credit hours in a summer session.
- ~~4.~~6. Full-time: A student carrying 12 or more ~~units of work~~credit hours during a Spring or Fall semester or at least six credit hours in a summer session.

Credit Courses

Credit Hours / Units
of Work

The College District adheres to the Coordinating Board's Lower Division Academic Course Guide Manual (ACGM) for academic transfer courses ~~and~~, the Texas Workforce Education Course Manual (WECM) for technical courses, and the Upper Division Course Manual (UDCM) for 3000- and 4000-level courses in our Baccalaureate Degree(s) to determine the amount and level of credit awarded for all courses, regardless of delivery.

Degree /
Certification

The successful completion of course requirements for a credit-bearing program of the College District shall be marked by the timely conferral, as prescribed by College District regulations, of a two-year degree, four-year degree or certificate (as applicable), recognized by the Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and defined by a Classification of Instructional Programs code.

Equivalent College
Credit

~~The colleges~~Dallas College shall award equivalent credit, with a grade of CR without grade point value or a letter grade with grade point value, for prior learning activities that merit equivalent college

credit based upon a student's decision after completion of the course.

Appeals

The chief student affairs officer at each campus~~college~~ is responsible for establishing procedures whereby students may appeal any of the standards, including early warning, probation one, two, and three, suspension, academic dismissal, and indefinite academic dismissal. An appeal must be in writing and must include any extenuating circumstances having a bearing on academic performance. The appeal must also address how the student plans to address future academic performance. The college may limit the student's coursework and total number of credit hours and may require the student to enroll in specific coursework.

Other Colleges

A student on suspension or academic dismissal from another institution is ineligible for admission to ~~any~~ Dallas College ~~District college~~ unless the student has met the academic standards of the College District.

Transfer of Credits

The College District shall accept transfer credit for passing work completed at accredited colleges and universities. The total number of transfer credits accepted may not exceed 75 percent of the total number of credits required for the student's specific certificate or ~~associate's~~ degree objective unless an exception is granted by the regional accreditation commission. The registrar or Transcript Evaluation Center (TEC) shall be responsible for the evaluation of all transfer credit. The conditions governing transfer of credit are specified in FBA(LOCAL).

Students who are admitted with a grade point deficiency shall normally be required to earn additional grade points in the College District to offset the deficiency.

Transcripts of Credit

Upon request by a student, the registrar shall send the student's transcript without charge to any college or agency named by the student. A registrar is authorized to limit the number of transcripts requested.

**Articulation with
Other Institutions**

Secondary Schools,
Colleges, and
Universities
Colleges and
Universities

Students enrolled in high schools within the College District service area shall be apprised of opportunities for postsecondary education within ~~in College District colleges~~ Dallas College.

Prior Learning

The Chancellor shall ensure continuous communication between ~~College District colleges~~ Dallas College and other colleges and universities concerning transfer and other articulation problems. Special efforts shall be made to facilitate the transfer process and to minimize problems involved in transferring specific courses.

The College District is committed to serve students and the community in the most effective manner possible while maintaining high standards of education. Students learn in a variety of ways and through a multitude of experiences; therefore, the ~~colleges~~ College District shall assess these learning activities and grant equivalent college credit. The following policies apply:

1. Credit may be granted for any course that is approved by the Coordinating Board.
2. Credit shall be awarded for prior learning in accordance with principles of good educational practice and federal, state, and regional accreditation standards. To be eligible to receive a prior learning credit, the student receiving the award of prior learning credit must be enrolled in one of the campuses ~~colleges~~ of the College District.
3. The number of equivalent credits that are awarded may not exceed 75 percent of the total number of credits required for the student's specific certificate or ~~associate's~~ degree objective. No graduation, residency, degree, or program requirements shall be waived as a result of credits earned as provided by this policy.
4. A student who is currently enrolled in ~~one of the colleges of the~~ Dallas College ~~District~~ may apply for prior learning credit.
5. The "CR" grade is awarded for prior learning coursework accepted for credit.
6. Career and Technical Education (CTE) high school graduates must enroll in a ~~n-associate's~~ degree or certificate program at ~~a College District college~~ Dallas College to receive college credit for high school CTE courses.

POLICY ITEM NO. 7.2.b.

Approval of Amendment to Policy Concerning Student Rights and Responsibilities - FLB, FLD, FLDB, FM and FMA

The transition to one Dallas College, recent changes in state and federal law, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements necessitate amendments to those policies relating to student rights and responsibilities. Further, the College conducted its last review of the Student Code of Conduct in 2016; new developments in the area of student conduct call for the review and consideration of certain updates to the Conduct System to align with Association for Student Conduct Administration best practices. Accordingly, the Chancellor recommends the Board adopt the following amendments to Board policy.

Effective Date

Upon Board Approval

LOCAL POLICY EXPLANATORY NOTES

PG

FLB
(LOCAL) –
STUDENT
CONDUCT

Electronic Media: Adds language establishing a general electronic media policy applicable to students. A similar policy is included among the standards of conduct applicable to Dallas College employees (DH (LOCAL)).

Prohibited Behavior: Adds language to clarify what qualifies as “disruptive behavior,” further define “scholastic dishonesty,” establish a breach of ethics or professional standards as prohibited behavior, and update references to “sexual misconduct,” “discrimination,” and “stalking” to align with recent changes to the College’s sexual misconduct policy.

Amnesty: Adds new provision, “Amnesty” to align with the new Code of Conduct for Restorative Justice procedure. Provides for amnesty for certain reports of sexual misconduct, as required by state law, for minor violations, and as safe harbor.

Discipline: Clarifies that the College reserves the right to adopt interim measures, including interim suspension, and to withhold grades, transcripts, and/or a degree pending discipline. As required by law, provides that a student who withdraws or graduates from the College with a pending

allegation remains subject to the Student Conduct System until resolution of the matter.

Sanctions: Provides for enhanced disciplinary sanctions, including administrative and educational sanctions, to align with the Code of Conduct Matrix.

Disciplinary Records: Provides that the College will maintain a record of disciplinary actions and will note suspension on a student's transcript during a term of suspension.

FLD (LOCAL)
–STUDENT
COMPLAINTS

Adds clarifying language to the informal student grievance procedure and amends the formal grievance procedure to provide for electronic submission of a grievance and up to three levels of review. Current policy allows for an appeal hearing, which is inconsistent with standard practice and the grievance procedure applicable to employees.

FLDB
(LOCAL)–
STUDENT
COMPLAINTS

Amends the grade dispute procedure to align with current academic practices, organizational changes, and the one-college model; and provides for electronic submission of a grade dispute.

FM (LOCAL)
–DISCIPLINE
AND

Student Conduct Advocate (SCA): Establishes the SCA as the primary authority for student discipline.

PENALTIES

Disciplinary Procedure: Clarifies that hearings will be conducted in accordance with FMA (LOCAL) and where the alleged violation, if proven to be true, would result in suspension or expulsion.

Notice: Clarifies that notice for purposes of the disciplinary procedure is effective if sent to a student's designated mailing address or email address.

Administrative Disposition: Clarifies that a student is entitled to appeal an administrative disposition if the penalty is not suspension or expulsion; students who receive a penalty of suspension or expulsion are entitled to a hearing. Adds language providing the consequences of failing to respond to an administrative disposition.

Other Changes: Updates and corrects titles/positions throughout to align with new organizational structure.



Existing Policy



Deleted Policy



New Policy



GC Edits

FMA
(LOCAL) –
DISCIPLINE
PROCEDURE

Clarifies that the disciplinary hearing procedure applies in cases where an allegation, if proven true, would result in suspension or expulsion and amends the student conduct hearing procedure to correspond with the disciplinary procedure required under Title IX regulations. Deletes “Authorized Disciplinary Penalties,” which is included in FLB (LOCAL), and updates and corrects titles/positions throughout to align with new organizational structure.



Existing Policy



Deleted Policy



New Policy



GC Edits

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Purpose

Dallas College exists to serve students and our community stakeholders. Students are important members of the College District environment. Each campus of the College District supports a positive educational environment designed to encourage student completion. In order to ensure the protection of student rights and the health and safety of the College District community, as well as to support the efficient operation of College District programs and services, the College District has established a Student Code of Conduct. The purpose of ~~policies about student conduct~~ the Student Code of Conduct and related policies and procedures ~~and discipline~~ is to provide guidelines for the educational environment of the College District.

The College District ~~views~~ views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Every student should know ~~his or her~~ their responsibility as a member of the College District community.

Definitions

Definitions to be used in this policy, and at FM(LOCAL) and FMA(LOCAL), are as follows:

1. ~~“Designated administrator or DA~~ Student Conduct Advocate” (SCA) shall mean ~~an~~ a College administrator or the College officer or officers directly responsible for student affairs in the College District. ~~{See DNA}~~
2. A “student” shall mean an individual who is currently enrolled in the College District. This includes credit, noncredit, and dual credit students, regardless of method of delivery, as well as any prospective or former student who has been accepted for admission or readmission to ~~any component institution while he or she is on the campus of any component institution~~ the College District.
3. A “complainant” is the person who makes the allegation or complaint.
4. A “respondent” is the person against whom an allegation or complaint is made.
5. The “Student Conduct System” includes standards of conduct established to protect the educational mission of the College District while protecting the rights and responsibilities of students. Students who are accused of violating College District standards of conduct may be referred to the “Student Conduct System” for review.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

6. "Campus Title IX coordinator" shall mean the College District employee responsible for administering responsibilities related to and compliance with Title IX of the Education Amendments of 1972. Each campus within the College District has a designated Title IX coordinator. [See FFDA]
7. "College District-sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College District.
8. A "campus" means one of the campuses of Dallas College.
9. "College District premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College District.
10. "Business days" means those days the administrative offices of the College District are open for business purposes—Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding weekends and holidays.
11. "Published College District regulation or policy" means standards of conduct or requirements located in the:
 - a. College District catalog;
 - b. Board policies and administrative procedures as may be set forth in the Dallas College Board Policy Manual or any amendment thereof;
 - c. Student handbook; or
 - d. Any other official publication of the College District.

As a member of the Dallas College community, a student is free to take advantage of all of the educational opportunities available and to participate in all extracurricular activities sponsored by the College District for which the student is eligible. Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the state of Texas. ~~They enjoy the same freedoms of speech and peaceable assembly as all citizens.~~ However, by virtue of their membership in the ~~college~~-College community, students are under certain legal obligations in the exercise of those freedoms.

Responsibilities

Each student and student organization shall be charged with notice and knowledge of the contents and provisions of ~~the~~ College District's policies, procedures, and regulations concerning student conduct (collectively, "College Policies"), and shall be expected to

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~~Student Code of
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abide by those ~~policies, procedures, and regulations~~College Poli-
cies. In cases of noncompliance with ~~the Student Code of Con-
duct~~College Policies, the College District may impose discipline
that is consistent with the impact of the offense on the College Dis-
trict community. The College District reserves the right to pursue
criminal and/or civil action where warranted. Unfamiliarity with
these ~~such College policies~~Policies and procedures shall not ex-
cuse a violation ~~of the Student Code of Conduct~~.

Students shall be held to the same conduct standards in their pub-
lic use of electronic media as they are for any other public conduct,
and shall adhere to the rules set forth herein in their use of elec-
tronic media, as well as any and all applicable College policies and
procedures and applicable laws. Electronic media includes all
forms of social media, such as text messaging, instant messaging,
electronic mail (e-mail), web logs (blogs), electronic forums (chat
rooms), video-sharing websites, editorial comments posted on the
Internet, and social network sites. Electronic media also includes
all forms of telecommunication, such as landlines, cell phones, and
web-based applications.

Prohibited Behavior

All students shall obey the law, show respect for properly consti-
tuted authority, and observe correct standards of conduct. In addi-
tion to activities prohibited by law or by other published College
District ~~regulations and policies~~policies and regulations, ~~[see poli-
cies FLBA, et. seq.]~~, the following types of behavior are expressly
prohibited:

1. Failure to produce a College- District-issued photo identifica-
tion card when requested by a College District official. The
College District shall issue each student a photo identification
card at no cost to the student. Students shall visibly wear their
College District-issued identification card while on College
District property or at any College District-sponsored or re-
lated activity. The identification card shall be the property of
the College District. Replacement identification cards shall be
assessed a fee in accordance with administrative regulations.
2. Intentionally causing physical harm to any person on College
District property or premises or at College District-sponsored
activities, or intentionally or recklessly causing reasonable ap-
prehension of such harm.
3. Except as may be permitted in any published College ~~District
Policies~~regulations or policies or by applicable state laws, un-
authorized use, possession, or storage of any weapon, as de-
scribed in CHF, on College District property or premises or at
College- District-sponsored activities. This includes but is not

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limited to firearms, tasers, stun guns, explosives, location-restricted knives, clubs, knuckles, other prohibited weapons, dangerous chemicals, or improper use of fire extinguishers on College District property or premises.

4. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District property or premises or at College District-sponsored activities.
5. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on College District property or premises. Interference with the proper educational functions and the appropriate educational climate of the College District, including aiding and abetting another to breach the peace on College District-owned or -controlled property or premises, at functions sponsored/supervised by the College District, or off-campus conduct that adversely affects the College District community and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom (face-to face or distance learning) or an instructional program that interferes with the instructor's or a presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.

~~Classroom behavior~~ Behavior is considered disruptive if a reasonable person would view the behavior as being likely to substantially interfere or repeatedly interfere with the instructor's ability to conduct or control the class/program or the substantially disrupt the ability of other students to benefit from the class/program or the instruction provided therein.

For purposes of this policy, "substantially disruptive" shall mean the that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of instruction to address the disruptive conduct; substantially interferes "shall mean that the student has been insubordinate to the instructor or has failed to adhere to the instructor's directive to cease the disruptive behavior.

~~5. Examples of classroom disruptions~~ disruptive classroom behavior may include, but are not limited to, repeated, heckling or making distracting noises, unauthorized use of cell phones in the classroom; persistent speaking without being recognized; physical threats, and-unexcused and repeated tardiness and otherwise interfering with the orderly process or respectful climate of the classroom environment. -

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6. Intentionally interfering with College District-sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.
7. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.
8. Intentionally or maliciously furnishing false information to the College District. Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification. Making, possessing, submitting, or using any falsified college document or record; ~~or altering any college document or record, including identification cards~~. Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which ~~he or she is~~ they are not eligible. Altering any College District document or record without permission is expressly prohibited, including, but not limited to, furnishing false personal or student organization registration information, withholding material information from ~~the~~ College District processes or procedures, or any other type of fraudulent act involving documentation provided to or for the College District.
9. Sexual misconduct, ~~which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity~~ as defined in FFDA (LOCAL). In the event of an allegation of sexual misconduct, the ~~DA~~ SCA will coordinate with the ~~college~~ campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct ~~as set forth in College District rules and regulations~~. A violation of the College District's Sexual Misconduct Policy is a violation of the Code of Conduct. [See ~~DIA series and FFDA~~ A series]
10. Unauthorized use of computer hardware or software or violation of the College District Technology Resources policy [see CR(LOCAL)].
11. Scholastic dishonesty, which shall constitute a violation of these rules and regulations and is punishable as prescribed

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by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework, as assigned, plagiarism, fabrication, falsification, and sabotage and collusion.

“Cheating ~~on a test~~” shall include, but is not limited to:

- a. All forms of academic dishonesty, including but not limited to to cheating, fabrication, facilitating academic dishonesty, ~~plagiarism, and collusion.~~
- b. Copying from another student's test paper.
- c. Using test materials not authorized by the person administering the test.
- d. Collaborating with or seeking aid from another student, technological aid, or electronic resource during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism,” which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

“Fabrication,” which shall be defined as the construction and/or addition of data, observations, or characterizations that never occurred in the gathering of data or running of experiments.

“Falsification,” which shall be defined as the changing or omission of results and data to support claims, hypotheses, or other data. Falsification may also include the manipulation of research instrumentation, materials, or processes.

“Sabotage,” which shall be defined as disrupting or destroying another person's work so that person cannot complete the academic activity.

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“Collusion,” which shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.

12. Intentionally and substantially interfering with the freedom of expression or association of others on College District property or premises or at College District-sponsored activities.
13. Theft of property or of services on College District property or premises or at College District-sponsored activities or being in possession of stolen property on College District property or premises or at College District-sponsored activities. Sale, possession, or misappropriation of any property without the owner’s permission is also prohibited.
14. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
15. Intentionally or recklessly destroying or damaging College District property or premises or property of others while on College District premises or at College District-sponsored activities.
16. Failure to comply with the direction of College District employees or officials, including but not limited to, [College District](#) police or campus security/safety officers, and instructors or administrators, acting in performance of their duties. Students are required to produce identification for a college official when asked.
17. Violation of published College District regulations or policies. Such regulations or policies include, but are not limited to, those relating to entry and use of College District facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.
18. Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on College District property or premises or at College District-sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol, except as expressly

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permitted by federal or state law or College District policy or regulations, on College District property, premises, or at College District-sponsored activities.

19. Use or possession of an alcoholic beverage on College District property or premises, with the exception of a specific beverage-related course within a College District-sponsored course of study; a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement (TCOLE); or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy or regulation.
20. Nonpayment or failure to pay any debt owed to the College District with intent to defraud.

(Appropriate personnel at the College District location may be designated by College District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the ~~DA~~-SCA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)

21. Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording another person without his or her consent, and transmitting images of another person without his or her consent.
22. Stalking another person, ~~which, for purposes of this Code of Conduct, shall be, as~~ defined ~~in FFDA (LOCAL) as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to~~ (a) fear for his or her safety or the safety of a third person; or (b) suffer other emotional distress. Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or other digital technologies, directed at or about a specific person, causing emotional distress to that

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person. ~~“Course of conduct” shall mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to, or about, a person, or interferes with a person’s property.~~

23. Discrimination and, harassment as defined in FFDAB (LOCAL), ~~and offensive against any person, student, or staff member on the basis of race, creed, sex, age, marital status, religion, disability, national origin, gender identification, or sexual orientation~~a.
24. Retaliation or retaliatory harassment, which is any adverse action taken against a person because of the person’s participation in a complaint or investigation of a complaint.
25. Engaging in hazing, which, for the purposes of this Code of Conduct shall be defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group organization and/or sport. No student or person associated with the Dallas College ~~District~~ or attending ~~a DCCCD Dallas college~~ College shall commit any act that injures, degrades, or disgraces a member of the College District community. The express or implied consent of the victim shall not be accepted as a defense for violation of this policy. Apathy or acquiescence in the presence of hazing is not a neutral act; each is a violation of the Student Code of Conduct.
26. Unauthorized entry in or use of College District facilities and/or any College District property or premises, including unauthorized possession, duplication, or use of keys to any College District property. Unauthorized entry into, presence in or use of College District facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.
27. The use of Collee District resources to infringe upon copyright laws (print, digital, and internet). This applies to all forms of electronic media, including but not limited to, software, electronic encyclopedias, image files, video files, and sound files.
28. Conduct that is indecent or obscene, including:
 - a. The use of any device to capture audio, video, or digital record or photograph of any person while on College

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District property or premises or at College District events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms).

- b. The storing, sharing, and/or distributing of such unauthorized records by any means.
- c. Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.

29. Violation of federal, state, and local laws. Engaging in conduct that violates any municipal or county ordinance, federal, or state law.

~~29.~~30. Violation or breach of any generally recognized and published code of ethics or standards of professional practice that govern the conduct of a profession for which the student is taking a course or pursuing a certificate, degree, or as an educational goal or major.

~~30.~~31. Misusing, failing to comply with, disrupting, or jeopardizing Code of Conduct procedures, sanctions/interventions, or interfering with Student Code of Conduct proceedings. Abuse of the Student Conduct System includes, but is not limited to:

- a. Failure to comply with an order or decision of the Student Conduct officer or hearing committee.
- b. Falsification, distortion, or misrepresentation of information.
- c. Disruption or interference with the orderly conduct of a hearing.
- d. Knowingly filing a false and/or malicious complaint.
- e. Attempting to influence or discourage an individual's participation in or use of the Student Conduct System.
- f. Attempting to influence the impartiality of a member of ~~the any~~ Student Conduct Committee ~~or the DA~~ SCA, or any other employee of the College District responsible for or participating in the administration of student conduct prior to, during, and/or after a student conduct proceeding.
- g. Any form of harassment (and/or intimidation) of a member of the Student Conduct Committee, the SCA or a College District representative prior to, during, and/or after a student conduct proceeding.

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- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- i. Influencing or attempting to influence another person to violate or otherwise abuse the Student Conduct System.

Amnesty

The College District may grant amnesty for students in certain cases: Where amnesty is granted, the College District may assign to the student certain educational options, as appropriate, in lieu of disciplinary action. ["Educational Sanctions"]

Sexual
Misconduct

In accordance with the Texas law, the College District shall grant to a student who reports, in good faith, that the student was the victim of or a witness to an incident of sexual misconduct amnesty (i.e., not take disciplinary action against) for a violation by the student of the Student Code of Conduct occurring at or near the time of the incident. This policy shall apply irrespective of the location at which the incident occurred or the outcome of the disciplinary process regarding the incident, if any. This provision shall not apply to a student who reports their own commission or assistance in the commission of sexual misconduct.

Minor
Violations

In cases where a student offers help to others in need of assistance and/or reports, in good faith, serious violations by others, the College District, may in its sole discretion, grant to the student amnesty for a minor, but related, violation by the student of the Student Code of Conduct occurring at or near the time of the incident reported by the student or for which the student offered assistance. A student who reports their own commission or assists in the commission of the incident for which they offered assistance is ineligible for such an application of amnesty.

Where amnesty is granted, the College District may assign to the student certain educational options, as appropriate, in lieu of disciplinary action. ["Educational Sanctions"];

Safe Harbor

A student who voluntarily identifies themselves as a user of illicit drugs and alcohol, prior to being so identified by other means, and who voluntarily seeks counseling or rehabilitation assistance, may receive safe harbor or immunity from disciplinary action for such use. Such immunity applies to disciplinary action imposed by the College District only; safe harbor does not extend to any criminal charges that may stem from a student's use of illicit drugs and alcohol, which are beyond the control of the College District.

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<u>Eligibility</u>	<u>A student is ineligible for safe harbor if the information regarding the student's use/addiction has already been disclosed to College District officials or would otherwise become available to the College District officials through disciplinary proceedings.</u>
<u>Safe Action Plan</u>	<u>If safe harbor is granted, the College District may, as appropriate, issue a safe action plan with which to implement and track corrective measures. Safe action plans must be in writing and signed by the student. Failure to comply with an approved safe action plan or assigned educational options shall nullify any safe harbor protection and initiate the student conduct request.</u> <u>The chancellor shall promulgate procedures for the provision of amnesty.</u>
<u>Discipline</u> <u>Pending Discipline</u>	Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FM and FMA] <u>Interim Suspension. The College reserves the right to impose interim disciplinary suspension and/or other restrictions when such action is deemed necessary to ensure the safety and well-being of the campus community and or the safety of the student; to alleviate a threat; and/or when the behavior significantly disrupts or interferes with the learning environment and/or operational functions of the College. Interim actions may include, but are not limited to, suspension, restriction from classes and/or facilities, contact restrictions, limitations on participation in organization meetings, events, and/or activities. The Associate Vice Chancellor of Student Success or a designee is responsible for determining appropriate interim actions. [See FM (LOCAL)]</u> <u>Withholding of Grades, Official Transcript, and/or Degree. The Associate Vice Chancellor of Student Success may withhold the issuance of an official transcript, grade, diploma, certificate or degree to a student alleged to have violated the Student Code of Conduct or any other policy or procedure of the College District that would reasonably allow for the imposition of such a sanction. The Associate Vice Chancellor may take such action, pending a hearing or resolution by administrative disposition for an alleged violation of this Student Code of Conduct and/or exhaustion of appellate rights under applicable College District policies and procedures, if the Associate Vice Chancellor or a designee has provided the student an opportunity to respond to the allegations and, in the opinion of the Associate Vice Chancellor, the best interests of the College District would be served by this action, or, in the case of an allegation of sexual misconduct, as may be required by law. In such cases, the</u>

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Sanctions

College District shall notify the student in writing of implementation of any such hold.

Withdrawal/Graduation. A student who withdraws or graduates from the College District with an investigation or hearing pending for an alleged violation of this Student Code of Conduct shall remain subject to the processes outlined in this policy, as well as those included in FM and FMA (LOCAL) and the FFDA series. Any student violating this policy found to be in violation of College Policy shall ~~may be~~ subject to disciplinary sanctions.

A student found to be in violation of a College policy, procedure, regulation, or administrative rule (collectively "College Policy") may be subject to one or more of the disciplinary sanctions provided herein. A "violation" means an act or omission that is contrary to a published College Policy, including but not limited to, any violation of this Student Code of Conduct.

Sanctions are designed to promote the College's educational mission and enhance the safety of the College District environment. Some behavior such as ~~Repeated~~ repeated or aggravated violations of any provision of ~~this code~~ the Student Code of Conduct are so harmful or disruptive to the College District community that it may require more serious sanctions, such as ~~may also result in~~ expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation that resulted, or could have resulted, if foreseeable, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

The following factors are generally considered when determining sanctions for a particular case:

1. The nature of the violation(s)
2. Prior findings of responsibility and sanction(s)
3. Mitigating circumstances surrounding the violation
4. The student's motivation(s) for engaging in the behavior
5. Impacts of the behavior
6. Sanctions which have been imposed in similar cases in the past
7. The developmental and educational impact on the student

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Administrative Sanctions

Administrative sanctions are more formal actions and relate to a student's status in the College District. Administrative sanctions may be assigned independent of or in conjunction with educational sanctions. An administrative sanction imposed at one campus of the College District shall apply to all campuses of the College District.

The following administrative sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Written warning — A notice in writing to the student that the student is violating or has violated institutional policies and/or regulations.
2. Probation — A designated period of time that includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional policies and/or regulation(s) during the probationary period.
3. Grade Modification – A failing grade (a grade of “F”) may be given to a student for a course or assignment in which the student was found responsible for scholastic dishonesty, along with other sanctions, as appropriate. If a student withdraws from a course in which disciplinary action is pending and is ultimately found responsible for scholastic dishonesty under applicable College District policies and procedures, the grade sanction will replace an notation of withdrawal on the student's transcript.
- ~~3.4.~~ Loss of privilege/restriction — Denial of specified privilege or access for a designated period of time.
- ~~4.5.~~ Restitution — Reimbursement for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- ~~5. Discretionary sanctions — Work assignments, service to the college or community, or other related discretionary assignments. Such assignments must have the prior approval of the vice president of student services.~~
6. Suspension — Separation of the student from the College District for a definite period of time after which the student is may be eligible to return. Conditions for readmission may be specified.
- ~~6.7.~~ Suspension of Eligibility -- prohibits, during a period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities or attending its meetings or

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functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.

~~7.8.~~ Removal from program of study — The student may also be subjected to disciplinary procedures set forth by specific programs with specialized admissions requirements.

9. Expulsion — Permanent suspension of the student from ~~the college~~ Dallas College.

10. Conditional Reenrollment — If a student is suspended or expelled from the College District, the student is not eligible for continued or re-enrollment unless the student meets all conditions stipulated and explained in the letter of suspension or expulsion. In extraordinary circumstances, a student may submit an appeal of the condition to the Associate Vice Chancellor for Student Success.

~~8.-~~

Educational
Sanctions

Educational sanctions are designed to include developmental and restorative activities related to specific acts of misconduct. These sanctions take into account a student's learning style and stage of development, as well as the unique factors of a given situation. The goals of educational sanctions are to reduce the probability of repeated behavior, give students the opportunity to demonstrate personal growth, and to appropriately challenge students. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

1. Reflective Activity— An assignment designed to help students reflect on their decisions and identify strategies to prevent recurrence. Examples include, but are not limited to: writing assignments, letters of apology, completion of an assigned online module, research paper, and/or reflection paper on assigned readings, videos, or assessments. Completion is recognized by a student's fulfillment of the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or viewpoint.

2. Reflective Workshop – Requires attendance at an assigned College District-sponsored meeting, educational session, and/or campus workshop on topics including, but not limited to, ethical decision making, personal responsibility, and improving coping skills.

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3. Student Success Coaching – Requires a series of meetings with a designated College District employee, each designed to address specific behaviors that are negatively impacting the learning environment, identify appropriate resources, and monitor the student's progress in repairing harm to the community. The student may be required to attend multiple sessions and provide proof of active participation. Potential topics include anger management, interpersonal skills, and alcohol or drug counseling.
4. Counseling – Completion of an assessment with a licensed counselor as well as documentation of learning about possible resources for follow up.
5. Deferred Suspension – Designated period of time during which a student, while continuing to be enrolled before beginning a period of suspension, is given an opportunity to demonstrate the ability to abide by the Student Code of Conduct. During this period of a time, a student must successfully complete all assigned sanctions, which typically includes meeting one-on-one with a licensed counselor or social work for behavioral interventions.

Disciplinary
Records

The College District will maintain a permanent written disciplinary record for every student assessed the sanction of suspension, expulsion, denial or revocation of a degree, dismissal from an academic program or withdrawal of a diploma. Suspension is also noted on the official transcript during the term of suspension. The notation can be removed upon the request of the student when all conditions of the suspension are met. The request for the removal of the transcript notation of suspension should be directed to the Dean of Students. A permanent notation of expulsion is also placed on the official transcript. A written record of any other cases for which there is a determination of responsibility for violation of this policy will also be maintained by the College District in accordance with College District record retention policies and applicable laws. A student's disciplinary record will reflect the nature of the charge, the sanction assessed, and any other pertinent information. The contents of a student's disciplinary record may be made available to persons outside the College District only upon written request of the student or in accordance with applicable state and federal laws.

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STUDENT COMPLAINTS

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(LOCAL)

Definition

Grievance

A student grievance is a formal written allegation or charge against the College District or a College District employee regarding a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.

~~A student grievance is a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.~~

Scope

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College District. ~~This~~ The student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule, or grade if discrimination on the basis of race, color, religion, national origin, disability, or age is the basis for the grievance.

Exceptions

*Sexual
Misconduct*

The student grievance procedure is not applicable to complaints of sexual misconduct, ~~including complaints of sex/gender-based discrimination or harassment~~ as described in FFDA (LOCAL). Student grievances or complaints involving sexual misconduct shall be governed by FFDA(LOCAL) and ~~DIAA(REGULATION)~~ FFDA (REGULATION).

Other Exceptions

The student grievance procedure is not designed to address changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are generally handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under FLDB(LOCAL).

Informal

~~Procedures~~ Procedures

Every effort should be made to resolve a grievance informally between the student and ~~A student who wishes to file a College District-related grievance should, but is not required to, discuss it with the College District employee most directly involved or responsible for the condition that brought about the alleged grievance or, such efforts failing, by the employee's supervisor. When an issue cannot be resolved informally, students may avail themselves of the formal grievance process. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the~~

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**Other Procedural
Matters**

~~grievance, the student may proceed to the appropriate vice president with a written presentation of the grievance. If the vice presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.~~

~~If a student files a grievance informally by discussing it with the College District employee most directly responsible, and the like, the following procedures shall apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.~~

**Formal
Procedures**
Grievance

A student may submit a formal grievance by Procedures for appeals are as follows: If the grievance is not resolved to the student's satisfaction through an informal process, or would be inappropriate to address directly, the student may appeal to the next level of authority by submitting an online grievance form, available through the Student Services website, or filing a written grievance with the Student Advocacy Office. A student must submit their grievance, along with any supporting documentation, within ~~15~~thirty (30) days of the date of the incident that is the subject of the grievance, or the date of written notice to the student of the action that is the subject of the grievance. Exceptions to the 30-day limit will be considered by the Student Advocacy Office only in extraordinary circumstances. Once filed, the ~~business days of knowing the decision or action giving rise to the complaint or grievance. The complaint~~grievance will be reviewed and investigated by a Student Conduct Advocate, who will render a decision based on the good judgment of a reasonable person. A grievance that is incomplete in any material aspect may be dismissed, but may be refiled with all required information, provided it is re-filed within the designated time for filing. The College District prohibits retaliation against a student for filing or assisting with the filing of a grievance.

The formal grievance process has a maximum of three levels of review ~~and~~, including appeal. The entire process should take no longer than 30 business days. Should the process need to exceed 30 days, the parties to the grievance shall be notified in writing ~~and includes the following procedures:~~.

1. First Level of Review: A Student Conduct Advocate shall conduct the first level of review. The Student Advocate, upon receipt of a formal grievance, shall review the allegations included in the grievance and any supporting documentation. ~~Upon submission of the online grievance form, the Student~~

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~~Advocacy Office will receive and conduct a review of the submitted concerns.~~ As deemed necessary and appropriate, the Student Advocate will meet with the grievant and any related parties, collect and review ~~other related artifacts~~ relevant ~~and~~ documents and consult with appropriate departments. The Student Advocate will render a decision regarding the allegations contained in the grievance within 10 business days of its filing. If the student is ~~unsatisfied with this determination~~ not satisfied with the grievance resolution, ~~they~~ student may ~~submit an~~ appeal to the second level of review. Appeals to the second level must be submitted in writing to the Student Advocacy Office ~~form~~ within 5 business days of the decision date.

2. Second Level of Review: When the grievance cannot be resolved to the satisfaction of the student at the First Level of Review, the student may appeal in writing to the Dean of Students by submitting an electronic appeal form. The appeal, the grievance and the decision of the Student Advocate shall be forwarded. ~~A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice president of student development (VPSD) or the employee who is responsible for student development. To appeal the determination of the Student Advocate, the student shall submit a written appeal form. The appeal form will be directed to the appropriate Dean for consideration. The Dean has authority to require production of documents and/or the appearance of witnesses as may be relevant to and necessary for the review. The Dean a determination. This individual shall render their a decision in writing within 5 business days of receipt of the appeal. If the a student is not satisfied is unsatisfied with the decision is review, they student may submit a final appeal submit a final appeal.~~

4.3. Final Appeal: A student who wishes ~~for a final review of their~~ to appeal the decision of the Dean ~~grievance~~ must submit the request for appeal and its basis in writing to the Student Conduct Advocate ~~appeal of the Dean's determination~~ within 5 business days of the date of the decision notice. Final appeals will be forwarded for review and considered by the appropriate Vice Chancellor or a designee ~~It will be reviewed by the appropriate Vice Provost or Associate Vice Chancellor. Their Vice Chancellor or designee decision will be rendered will render a decision within 5 business days of receipt of the appeal and is final.~~

2. ~~The VPSD or responsible employee will convene and chair the appeal committee.~~

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Board Action

- ~~3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.~~
- ~~4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members, and the appointer shall examine each member to ensure his or her impartiality.~~
- ~~5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the College President. The decision of the College President shall be final.~~

By law, the Board is not required to take any action concerning a grievance but is required to listen if the grievance is presented at a public meeting. Under the Texas Constitution, any student may present a grievance to the Board regardless of the scope of this policy.

**Appeal Committee
Procedures**

~~Committee procedures for appeals are as follows:~~

- ~~1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
 - ~~a. The student's name and address;~~
 - ~~b. The nature of the grievance, including the date it occurred;~~
 - ~~c. The corrective action sought; and~~
 - ~~d. Any other relevant information.~~~~
- ~~2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.~~
- ~~3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
 - ~~a. Require any student or employee to provide a written statement, along with any documents concerning the events and circumstances that may have given rise to the grievance;~~
 - ~~b. Require any student or employee to appear and testify;~~
 - ~~c. Question each individual who testifies; and~~~~

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~~d. Copy all documents.~~

~~This is not an adversarial proceeding. The VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner, and all participants are expected to do likewise.~~

~~The following guidelines shall apply:~~

- ~~1. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.~~
- ~~2. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgment of a reasonable person.~~
- ~~3. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.~~
- ~~4. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witnesses (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.~~

Records Retention

Retention of records related to a grievance shall be in accordance with the College District's record retention procedures. [See CIA]

STUDENT COMPLAINTS
COURSE GRADE COMPLAINTS

FLDB
(LOCAL)

Applicability

Grade Dispute
Resolution

~~This policy is applicable to all students, including a student who receives a failing grade based upon scholastic dishonesty and the student's faculty member is not seeking suspension of the student under the Code of Student Conduct.~~ This policy is not applicable, ~~however,~~ to a student who wishes to appeal a temporary or final grade resulting from allegations of scholastic dishonesty and for whom suspension is sought under the Student Code of ~~Student~~ Conduct ~~in this manual.~~ ~~No student may drop a course if an allegation of scholastic dishonesty is pending in the course or if the student has received a failing grade in the course based upon scholastic dishonesty.~~

Students who wish to dispute a credit course grade must complete and submit an online grade dispute form. Grade disputes may sequentially follow the steps below, unless the dispute is resolved at a preceding step:

1. Discuss the dispute with the instructor who awarded the grade.
2. Submit the dispute in writing ~~Discuss the dispute with~~ to the appropriate ~~appropriate division dean~~ Dean of Students Division Chair or a designee.
3. Appeal, in writing, to the ~~appropriate vice president~~ Associate Vice Chancellor of the academic program ~~Academic Dean or a designee.~~ A decision by the Associate Vice Chancellor ~~Dean or the designee is the final decision in the grade dispute process.~~
4. ~~Appeal, in writing, to the president of the college, whose decision is final.~~

A student ~~shall~~ will receive a written response under steps two and three of the grade dispute process within ten (10) working days ~~after a written appeal~~ of the date of receipt of a dispute or appeal submitted by the student or on behalf of the student. A grade will not be changed by the ~~Dean of Students~~ Chair and/or Associate Vice Chancellor ~~the Dean, or their respective designees, without first consulting with and considering the position of the course instructor.~~ The appropriate faculty member ~~instructor~~ shall be notified in writing regarding the resolution of the matter.

Limitations

~~A grade dispute shall not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated not later than the end of the following fall semester.~~

STUDENT COMPLAINTS
COURSE GRADE COMPLAINTS

FLDB
(LOCAL)

By law, the Board is not required to take any action concerning a grade dispute but is required to listen if the grade dispute is presented at a public meeting.

DISCIPLINE AND PENALTIES

FM
(LOCAL)

	<p>Interpretation of Regulations: Disciplinary regulations for the College District are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.</p>
	<p>Inherent Authority: The College District reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. <u>Final authority in disciplinary matters, however, is vested in the College District administration and in the Board.</u></p>
Student Participation	<p>Students are <u>may be</u> asked to assume positions of responsibility in the College District Student Conduct System in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the College District administration and in the Board. <u>Students participating in the Student Conduct System shall be trained on related policies and procedures and how to provide support to students participating in the College District Student Conduct System.</u></p>
<u>Student Conduct Advocate</u>	<p><u>The Student Conduct Advocate (SCA) has primary authority and responsibility for the administration of student discipline, including but not limited to the imposition of disciplinary sanctions for failure to comply with the requirements of this policy. [See FLB (LOCAL) Unless otherwise provided herein, it shall be the SCA's responsibility to investigate allegations that a student has violated the College District Student Conduct System.</u></p>
Standards of Due Process	<p>All students are entitled to fair and equitable proceedings in determining whether a violation of College District policy <u>the College District Conduct System</u> occurred. An investigation may include, but is not limited to, conducting interviews, reviewing student records, and gathering and examining other relevant documents or evidence. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a respondent <u>(person against whom an allegation or complaint is made)</u>, complainant, if any, and/or the College District may result.</p>
Accountability	<p>Students may be accountable to both civil and criminal authorities and to the College District for acts that constitute violations of law and this code <u>the College District Student Conduct System</u>. College District disciplinary action with respect to any act or omission on</p>

DISCIPLINE AND PENALTIES

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(LOCAL)

**Disciplinary
Proceedings
Investigation,
Conference, and
Complaint**

the part of ~~the~~ a student shall proceed during the pendency of criminal or civil proceedings and shall not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. Students who participate in a college course at any College District location, off-site or through distance learning, shall be subject to the Student Code of Conduct.

The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student was within the jurisdiction of the College District when the action that is the subject of the allegation occurred. ~~When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. [See FLB(LOCAL)]~~

Sexual
Misconduct

In the event of an allegation of sexual misconduct, the SCA shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures applicable to allegations of sexual misconduct, as set forth in College District rules and regulations [See DIAA series and FFDA series]

Grade Dispute

Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under the Student Code of Conduct

Unless otherwise provided, when the SCA receives information that a student has allegedly violated a published College District policy or regulation, the SCA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. All allegations and information relating to the alleged conduct shall be provided to the SCA or the designated investigator.

~~In the event of an allegation of sexual misconduct, the DA shall coordinate with the College Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]~~

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~~Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under this code.~~

~~The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student remains within the jurisdiction of the College District.~~

After completing the investigation, the ~~DA~~ SCA may:

1. Dismiss the allegation for failing to allege facts sufficient to indicate that a violation of policy more likely than not occurred.
2. Proceed administratively, which includes a notice to appear, conference, and disposition-; and/or
3. Proceed with a hearing under FMA (LOCAL), provided the alleged violation, if proven more likely than not to be true, would result in a sanction of suspension or expulsion. [See "Disposition"]~~Upon appeal, prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.~~

~~The DA will notify the complainant, if any, and the student against whom the complaint was filed (the respondent) of the disposition of the complaint. The respondent may appeal, in writing, to the college president or his or her designee within five business days after disposition. The college president or the designee shall review the basis of the DA's decision and issue a determination within ten business days; neither the college president nor his or her designee shall conduct a new investigation. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.~~

Interim Remedies

The College District reserves the right to pursue interim remedies up to and including suspension [See FLB (LOCAL)]. ~~upon receiving notice of an alleged violation of a College District policy or regulation when there is reasonable evidence that the continued presence of the student on College District property or premises poses a substantial threat to himself or herself, others, or the stability and continuance of normal College District functions or operations.~~

Suspension or
Partial/Full Bar

A student who is suspended on an interim basis, or who is temporarily barred from attending any program or course sponsored by

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(LOCAL)

the College District, shall be given an opportunity to appear before the Dean of Students ~~college president~~ or a designee within five (5) business days from the effective date of the interim suspension or bar. If the Dean determines there is good cause, the five-day period may be extended for a reasonable period.

A hearing with the Dean of Students ~~college president~~ shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, ~~including the matter of his or her identity; and~~
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on College District property or premises poses a substantial threat to ~~himself or herself~~ the student, to others, or to the stability and continuance of normal College District functions or operations.

After the hearing, the ~~college president~~ Dean or ~~his or her~~ a designee may, at ~~his or her sole discretion~~ their, modify the interim suspension as reasonably necessary to protect the respondent, or, for cases alleging an act of violence for which there is a complainant (alleged victim), the complainant, if any, the public, and/or the College District.

~~No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.~~

Notice

If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at their last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. Notice sent to a student's designated mailing or email address shall constitute full and adequate notice.

Administrative
Conference

The SCA shall notify a student regarding an alleged violation of the Student Code of Conduct via a Notice to Appear.

Notice to Appear

The notice shall direct a student to appear at a specific time and place not less than five (5) business days after the date of the notice. The notice shall describe the alleged violation in general terms and include a copy of the published college regulation or policy that

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Notice to Appear

is the subject of the alleged violation. If a student who is the subject of a notice fails to appear after proper notice and without good cause, the College District may proceed with the administrative conference in their absence

~~The DA shall notify a student regarding an alleged violation of this code by letter, e-mail, or personal delivery. If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address.~~

~~The notice shall direct a student to appear at a specific time and place not less than five business days after the date of the notice, unless the student can show good cause as prescribed below. The notice shall describe the alleged violation in general terms and cite the published college regulation or policy that is the subject of the alleged violation.~~

~~The DA has authority to impose restrictions up to and including disciplinary sanctions upon a student if the student fails, without good cause, to comply with notice to appear.~~

Disposition

At a conference with a student in connection with an alleged violation of the Student Code of Conduct~~this code~~, the SCA~~DA~~ shall provide the student with a copy of this code related policies and regulations and discuss administrative disposition (i.e. determination of responsibility) of the alleged violation.

Upon issuance of the administrative disposition, ~~t~~The following shall apply:

1. If a respondent-student accepts the administrative disposition, the student shall sign a statement that ~~he or she~~they understands the charges, the disposition, the penalty or penalties imposed, and their~~his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the~~their under the College District Student Code of Conduct System, including the right to appeal. The student shall return the signed form by 5:00 p.m. of the first business day following issuance of the administrative disposition. ~~Failure to return this form shall constitute a waiver of the student's right to appeal. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.~~
2. If a respondent-student refuses or disputes the administrative disposition of the alleged violation, such objection must be communicated to the SCA in writing by 5:00 p.m. of the first

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business day following issuance of the administrative disposition. ~~If a student refuses administrative disposition of the alleged violation, such refusal shall be noted by the DA and acknowledged in writing by the student. A student refusing administrative disposition may request to pursue the disciplinary hearing process under FMA(LOCAL). Where the alleged violation could result in suspension or expulsion, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted is at the sole discretion of the DA.~~

3. If a respondent-student refuses or disputes the administrative disposition and the penalty does not include a sanction of suspension or expulsion, the respondent may appeal the disposition under this policy.
4. If a respondent refuses or disputes the administrative disposition and the penalty includes a sanction of suspension or expulsion, the respondent shall have the right to a hearing.
5. In cases where the respondent fails to respond to the administrative disposition, either to accept or dispute the disposition within the time allotted, and the recommended penalty includes a sanction of suspension or expulsion, the SCA will designate an entry of not responsible and set up a hearing under FMA (LOCAL). In all other cases, failure to respond to the administrative disposition, after proper notice and without good cause shall constitute acceptance of the administrative disposition.

~~3.—Administrative disposition means:~~

- ~~a.—The voluntary acceptance of the penalty or penalties provided in this code.~~
- ~~b.—Other appropriate penalties administered by the DA.~~
- ~~c.—Without recourse by the student to hearing procedures provided herein.~~

The ~~DA~~ SCA shall prepare an accurate, written summary of each administrative disposition and send a copy to the respondent (and, if the student is a minor, to the parent or guardian of the student); for cases alleging an act of violence for which there is a complainant, to the complainant; ~~to the student against whom the complaint was made (the respondent) (and, if the student is a minor, to the~~

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~~parent or guardian of the student~~), to the director of campus security, ~~to the complainant, if any,~~ and to other College District officials as may be appropriate ~~officials~~.

Appeal

The SCA may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business days of receipt of the notice of the administrative disposition or within three (3) business days of receipt of notice of the result of an appeal, as applicable.

A student may appeal an administrative disposition by submitting the appeal, in writing, to the Associate Vice Chancellor of Student Success (AVCSS) or a designee within five (5) business days after receipt of the disposition. The document should state the specific reason for the appeal. The AVCSS or a designee shall review the basis of the decision and issue a determination within ten (10) business days; neither the AVCSS nor the designee shall conduct a new investigation. Sanctions shall not be imposed while the review is pending

Publication

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

Hearing Committee

The student disciplinary process may include a hearing to determine whether a violation occurred; ~~however, a hearing is not a prerequisite for disciplinary action. In the event of an allegation of sexual misconduct, the designated administrator (DA shall coordinate with the College District Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct, as set forth in College District rules and regulations. [See DIA series and FFD series]~~ Where an alleged violation, if proven more likely than not to be true, would result in suspension or expulsion a hearing will be scheduled. In the event of an allegation of sexual misconduct, the Student Conduct Advocate (SCA) shall coordinate with the College District Campus Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct, as set forth in College District rules and regulations. [See DIAA series and FFDA series]

~~A hearing request must be made to the DA (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth business day after the date of refusal of administrative disposition. Where the alleged violation could result in suspension or expulsion will, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted shall be at the sole discretion of the DA.~~

If it is determined that the hearing process shall be used to determine responsibility for the violation, the matter shall be heard before a three-person committee composed of one individual from each of the following groups: the student body, academics (employee) equal numbers of students, administrators, and/or faculty of the college student success (employee). The Ccommittee who will render a determination of responsibility and assess relevant sanctions. The committee and its chair shall be appointed by the ~~college president~~ Dean of Students on a rotating basis or on the basis of availability. ~~The committee chair will be selected from the administration or faculty.~~ The committee chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

~~The chair of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chair's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.~~

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

Notice

Hearing
Notice

Content of
Notice of
Rights

~~The chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.~~

A student who is alleged to have violated College District policy and who is subject to a hearing under the procedures provided herein ("Respondent") may challenge the impartiality of a member of the committee or the chair. Any such challenge must be made in writing, include the basis of the challenge, and be received by the Dean of Students at least three days prior to the start of the hearing. The DA shall represent the college before the student discipline committee and present evidence to support any allegations of violations.

If a notice provided under this policy is sent by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address and shall be considered received on the date the email is sent by the College District. Notice sent to a student's designated mailing or email address shall constitute full and adequate notice.

The committee chair shall notify ~~the parties~~ a party to the hearing of the date, time, and place for the hearing ~~by letter, email, or personal delivery~~ via the Hearing Notice. ~~If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the parties' last known address. If notice is provided by email, the notice shall be emailed to the designated email address for each party.~~ The notice shall specify a hearing date not less than five (5) nor more than ten (10) business days after the date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chair may, for good cause, postpone the hearing, ~~so long as~~ provided all interested parties are notified of the new hearing date, time, and place.

The notice shall include the alleged violation, the basis for the allegation, and advise the parties of their right:

1. To a ~~private~~ hearing, ~~unless a party requests and each party affirmatively consents to a public hearing.~~
2. To appear alone or with a representative or legal counsel, ~~if the alleged violation could subject the charged student to expulsion or suspension.~~ The role of legal counsel is limited, as provided at "Role of Legal Counsel," below.

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	<p>3. <u>If the student is a minor, t</u>To have a <u>(1)</u> parent or legal guardian present at the hearing.</p> <p>4. <u>To cause the committee to summon witnesses and to present or require to be introduced at the hearing documentary and other evidence. However, evidence, including testimony, that is irrelevant, immaterial, or unduly duplicative or repetitious, as determined by the Chair, may be excluded.</u></p> <p>4.5. <u>To know the identity of each witness who will testify.</u></p> <p>5.6. <u>To cause the committee to summon witnesses and to require the production of documentary and other evidence possessed by the college or to be introduced at the hearing.</u> <u>To Appeal</u></p> <p>6. <u>To cross-examine each witness who testifies.</u></p>
<p>Failure to Comply with <u>Hearing</u> Notice</p>	<p><u>If a</u>A student who is alleged to have violated College District policy (the respondent) and who fails to appear for a hearing appear after proper notice and without good cause <u>the hearing will proceed as scheduled and the student will be notified of the committee's determination of responsibility in accordance with this procedure. Additionally, if a student withdraws or graduates from the College District with a hearing pending, the College District will proceed as provided in FLB (LOCAL).</u> shall be deemed to have admitted responsibility to the violation pending against the student. The committee shall impose an appropriate penalty and notify the respondent in the same manner as the notice of the hearing.</p>
<p><u>Impartiality/Bias</u></p>	<p><u>A student who is alleged to have violated College District policy and who is subject to a hearing under the procedures provided herein ("respondent") may challenge the participation of a member of the committee, the chair or an advisor, assigned by the College District in accordance with this policy, based on a perceived conflict of interest, impartiality or bias. Any such challenge must be made in writing, include the basis of the challenge, and be received by the Associate Vice Chancellor of Student Success (AVCSS) at least three (3) days prior to the start of the hearing. Whether a conflict of interest, impartiality or bias exists will be determined by evaluating the particular facts of the situation according to a reasonable personal standard. The decision of the AVCSS will be share with the student and is final.</u></p>
<p>Role of Legal Counsel</p>	<p>Legal counsel may represent a student in a <u>who is a party to a</u> hearing where the alleged violation could result in expulsion or suspension. The role of legal counsel <u>in a student disciplinary proceeding, including a hearing,</u> is limited to advising and assisting the student during the hearing <u>proceeding</u>. This limitation means that</p>

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

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(LOCAL)

Evidence

legal counsel shall not question or cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. ~~The same limitations apply to legal counsel for the College District. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject a student to expulsion or suspension.~~

Disciplinary hearings are not trials and are not constrained by the same rules of procedure and evidence typically used in a court of law. Accordingly, legal rules of evidence shall not apply to hearings under this policy.

Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly duplicative or repetitious evidence, as determined by the committee chair, may be excluded. No evidence other than that admitted at the hearing shall be considered by the committee.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling, or Guidance Center where such communications were made in the course of performance of the staff member's official duties and when the matters discussed were understood by the staff member and the student to be confidential.

The committee shall presume a student innocent of the alleged violation unless there is a preponderance of evidence, i.e., it is more likely than not, that the student violated a published College District regulation or policy. The committee will make a determination based on the evidence presented.

A student who is alleged to have violated College District policy may choose not to testify.

Preliminary Matters

Consolidated
Hearing

Charges arising out of a single transaction or occurrence against one or more students may be heard together or, upon request by one of the students in interest, separate hearings may be held. The Dean of Students shall make a final determination regarding consolidation.

Disclosures

~~Not later than 12:00 p.m.,~~ At least five (5) full business days before the hearing date, ~~each parties~~ to the hearing shall provide to the committee chair ~~for disclosure to the other:~~

1. Any documentary evidence and/or summaries of testimony intended to be introduced at the hearing. ~~At the request of a party, the committee chair~~ The committee chair shall exclude any evidence ~~at a hearing~~ that was not disclosed ~~at least five~~

DISCIPLINE AND PENALTIES
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~~business days before the hearing~~ in accordance with this policy, unless the chair determines that the evidence could not have been disclosed within ~~that~~ the allotted period and/or is exculpatory in nature. ~~time.~~

2. The name of each witness ~~he or she wants~~ a party wants summoned for purposes of questioning. Written witness statements will be accepted at the discretion of the chair and in accordance with this policy.
3. Any objection that, if sustained by the committee chair ~~of the student disciplinary committee~~, would prevent the hearing.
4. If applicable, ~~t~~The name of the representative or legal counsel, ~~if any, and the name of any parent or guardian,~~ who may will accompany a ~~the~~ student.
- 4.5. If the student is a minor, the name of a (1) parent or guardian who will accompany the student.
- 5.6. A request for a separate hearing, if applicable, and the grounds for such a request.

Hearing Procedure
General Order

The hearing shall be conducted by the committee chair who shall provide opportunities for witnesses to be heard and rule on all procedural matters, including but not limited to objections regarding procedure; the admissibility of evidence and testimony of witnesses; and for purposes of exclusion, whether a question asked during the hearing is irrelevant, duplicative or unduly repetitious, or immaterial. -

The SCA shall represent the college before the hearing committee and has the burden of proving the charges by a preponderance of the evidence. If a student is represented by legal counsel in a hearing ~~where the alleged violation could result in suspension or expulsion~~, the College District ~~shall~~ may also be represented by legal counsel. The limitations on the role of legal counsel, as set forth at "Role of Legal Counsel," above, shall be enforced.

Recording /
Transcript

No party to the hearing, nor ~~his or her~~ a party's legal counsel, parent/guardian or any other representative or affiliate of the party, or witness, or participant to a hearing, ~~as permitted by this policy~~, may record a hearing proceeding, unless otherwise permitted by law or College District policy. If a hearing may result in expulsion or suspension of a student, the College District shall arrange for transcription or recording of the proceedings. ~~If a hearing will not result in expulsion or suspension of a student, recording of the hearing by any means is not permitted unless authorized by law.~~

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Standard of
Conduct

All parties to a hearing, their representatives and/or parents/guardians and all other participants to the hearing, including witnesses shall be subject to all applicable Collee District policies and procedures during the hearing proceedings, including but not limited to those relating to standards of conduct. The chair may eject or exclude any person participant in who violates College District standards of conduct or who disrupts the hearing proceedings.

Conduct of
Hearings

Unless otherwise provided, ~~a party has requested and each party has affirmatively consented to a public~~ the hearing, the committee shall proceed generally as follows:

1. Persons present shall be the respondent; ~~complainant, if any, the respondent~~, the DASCA; ~~a parent or guardian, if desired as permitted by this policy~~; and legal counsel, ~~as may be permitted by this policy.~~
- ~~2. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~
2. The chair shall determine whether the respondent was informed of their rights in accordance with this policy.
3. The chair of the committee shall read the complaint.
- ~~4. The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~
- ~~5.4. The DA-SCA may present an opening statement and evidence. shall present the college's case.~~
5. The respondent may ~~present his or her defense~~ present an opening statement and evidence.
6. The SCA may call witnesses. The respondent shall have the right to question those witnesses. For cases alleging an act of violence for which there is a complainant (alleged victim), and upon the request of a complainant who is expected to testify, questioning of the complainant shall be conducted by an advisor assigned by the College District, instead of the respondent. An advisor assigned for this purpose, shall be trained on the College District's Student Code of Conduct System and the purpose and scope of questioning permitted under this policy. The College District shall not assign a professional (i.e., an attorney or experienced advocate) for the purpose of questioning a complainant or for any other purpose provided herein. If an advisor provided by the College District is so credentialed, such credentials shall be incidental to the individual's position within the College District and their role as an

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advisor and shall have no effect on the advisor's role in the hearing or the limitations thereto.

7. Upon completion of a presentation of the SCA's witnesses, the respondent may present witnesses. The SCA shall have the right to question those witnesses. ~~Each party may present rebuttal evidence and argument.~~

8. Upon conclusion of the presentation of evidence, the SCA, followed by the respondent, may make closing statements.

- ~~8.—~~ The Chair, as well all other members of the hearing committee, may question parties to, and/or witnesses involved in, the hearing at any time during the proceeding. All questioning permitted under this policy shall be conducted in accordance with the College District's established standards of conduct. Only relevant questions shall be permitted [See "Hearing Procedure, General Order"]. Accordingly, all parties to the hearing should endeavor to ensure that questions asked are relevant and respectful of all hearing participants; yelling, abusive language, and acts of intimidation during questioning or at any other time during the hearing are prohibited. ~~The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~

- ~~9.—~~ The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.

- ~~10.—~~ A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.

~~If a party has requested and each party affirmatively consents to a public hearing, the committee shall proceed generally as follows:~~

- ~~1.—~~ Persons present shall be the complainant, if any, the respondent, the DA, a parent or guardian if desired, and legal counsel as

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~~may be permitted by this policy. Designated college representatives for the following groups may have space reserved if they choose to attend:~~

- ~~a. _____ Faculty association;~~
- ~~b. _____ College newspaper; or~~
- ~~c. _____ College president.~~

~~2. _____ Other persons may attend based on the seating available. The chair may limit seating accommodations based on the size of the facilities.~~

~~3. _____ Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.~~

~~4. _____ The chair of the committee shall read the complaint.~~

~~5. _____ The chair of the committee shall inform the parties of their rights, as stated in the notice of the hearing.~~

~~6. _____ The DA shall present the college's case.~~

~~7. _____ The respondent may present his or her defense.~~

~~8. _____ Each party may present rebuttal evidence and argument.~~

~~9. _____ The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.~~

~~10. _____ The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of the hearing.~~

~~11. _____ A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.~~

Determination of
Responsibility

The committee shall determine, using a preponderance of the evidence standard, the responsibility of the respondent regarding the

DISCIPLINE AND PENALTIES
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alleged violation. The chair, on behalf of the committee, shall state in writing each finding of a violation of a published College District regulation or policy and include in the statement the basis for the finding. The respondent shall receive notice of the decision in the same manner as the notice of the hearing. For cases alleging an act of violence for which there is a complainant, the complainant shall also receive notice of the decision. The chair shall endeavor to provide notice of the determination of responsibility within seven (7) business days of the conclusion of the hearing.

Within three (3) business days of receipt of the notice of determination of responsibility and before the issuance of any sanction; the respondent and the SCA shall be afforded an opportunity to submit evidence or statements to the committee concerning the appropriate sanction/penalty to be imposed. **Evidence**

~~Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.~~

~~The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling, or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.~~

~~The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, i.e., it is more likely than not, that the student violated a published College District regulation or policy. A student who is alleged to have violated College District policy may choose not to testify against himself or herself.~~

~~All evidence shall be offered to the committee during the hearing.~~

~~The committee will make a determination based on the evidence presented.~~

Record

~~The hearing record shall include: a copy of the notice of the hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording.~~

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(LOCAL)

Authorized
Disciplinary
Penalties

**Petition for
Administrative
Review**

The hearing committee may assess one or more of the sanctions or penalties provided under FLB (LOCAL) for violation of a Board policy, college regulation, or administrative rule. If a respondent is found not responsible for the alleged violation, no sanction will be assessed. Notice of the assessed sanction shall be issued within seven (7) business day of receipt of the notice of determination or within three (3) business days of receipt of notice of the result of any administrative review, as applicable.

No later than five (5) business days after a respondent has received notice of the determination of responsibility or any sanctions/penalties assessed, ~~A student is a~~ respondent may ~~entitled to~~ submit in writing a petition for administrative review to the ~~college president~~AVCSS -or a designee who may alter, modify, or rescind (requiring that the hearing be reopened for the presentation of ~~ad-~~~~ditional~~ material evidence not previously available and reconsideration of the decision) the finding of the ~~student discipline hearing~~ committee and/or the penalty imposed by the committee. ~~A student is ineligible to petition for administrative review if the penalty imposed by the committee is less than suspension or expulsion.~~ The SCA or, for cases alleging an act of violence for which there is a complainant, the complainant may submit a response to the appeal, which must be received by the AVCSS no later than five (5) business days after receipt of notice of the petition. A petition for administrative review shall contain the date of the hearing committee's action and the basis for the petition, i.e., why the student believes such review is necessary. Sanctions shall not be imposed while the review is pending.

~~The college president or designee shall automatically review every penalty of suspension or expulsion. All other requests for review shall be granted at the discretion of the college president or designee. Sanctions shall not be imposed while the review is pending.~~A review of a petition for administrative review of the decision of the hearing committee is a review of the hearing record; it is not a new hearing.

~~A petition for administrative review of the decision of the student discipline committee is a review of the record; it is not a new hearing.~~

~~A petition for administrative review shall contain the date of the student discipline committee's action and the basis for the petition, i.e., why the student believes such review is necessary. A student shall file his or her petition with the college president or his or her designee on or before the third business day after the date the stu-~~

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

~~dent discipline committee issued the penalty. If the college president or designee rejects the petition, the decision is final and the action of the student discipline committee stands.~~

The ~~college president or designee~~ AVCSS or designee in ~~his or her~~ their review, may take any action that the ~~student discipline committee~~ is authorized to take under this policy; however, neither the ~~college president~~ AVCSS nor ~~his or her~~ their designee may increase the ~~sanction/penalty assessed by the committee~~. The ~~college president or designee~~ AVCSS or designee may, at their discretion, receive written briefs and or hear oral arguments during the review.

The ~~college president or designee~~ AVCSS or designee ~~shall~~ may modify or set aside the finding of violation, penalty, or both, if of it is determined that ~~the student discipline committee~~ if the substantive rights of a student were ~~prejudiced~~ violated because the ~~student discipline hearing~~ committee's finding of facts, conclusions, or decisions were:

1. In ~~consistent with or in~~ violation of federal or state law or a published ~~college~~ College District regulation or policy;
2. Clearly erroneous in view of the reliable evidence and ~~the a~~ preponderance of the evidence; and/or
3. Capricious or characterized by an abuse of discretion or clearly unwarranted exercise of discretion.

The ~~college president or designee~~ AVCSS shall provide written ~~notification~~ notice of the result of the administrative review to ~~each party to the hearing~~ the respondent and, for cases alleging an act of violence for which there is a complainant, to the complainant ten (10) business days after the petition and any related documents are received by the College District. ~~in the same manner as the notice of the hearing.~~

Hearing Record

The hearing record shall include: a copy of the notice of the hearing; all documentary and other evidence offered or admitted in evidence; any other materials considered by the committee; and the committee's determination of responsibility and any petition for review. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording. The hearing is considered part of the disciplinary record, as described in FLB (LOCAL).

**Authorized
Disciplinary
Penalties**

~~The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule~~ A sanction imposed at one college shall apply to all colleges of the College District.

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

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~~1. An “admonition” means a written reprimand to the student on whom it is imposed.~~

~~2. “Warning probation” means further violations may result in disciplinary probation. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.~~

~~3. “Disciplinary probation” means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities including, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on College District property or premises, and gambling.~~

~~4. “Withholding of transcript or degree” may be imposed upon a student who fails to pay a debt owed to the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.~~

~~5. “Bar against readmission” may be imposed on a student who has been expelled for disciplinary reasons.~~

~~6. “Restitution” means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.~~

~~7. “Suspension of rights and privileges” is intended to be a flexible penalty, which may include limitations or restrictions to fit the particular case.~~

~~8. A “suspension of eligibility for official athletic and nonathletic extracurricular activities” prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization’s activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities including, but not limited to, the use or possession of alcoholic beverages in any college facility, with the exception of specific beverage-related courses within the College District, or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District pol-~~

DISCIPLINE AND PENALTIES
DISCIPLINE PROCEDURE

FMA
(LOCAL)

~~icy; giving false information in response to requests from the College District; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction for any act that is classified as a misdemeanor or felony under state or federal law.~~

9. ~~“Denial of degree” may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.~~

10. ~~“Suspension” from the College District prohibits, during the period of suspension, the student on whom suspension is imposed from being initiated into an honorary or service organization; from entering upon any College District campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the College District.~~

11. ~~“Expulsion” is permanent severance from the College District and any college that is a part thereof.~~

12. ~~“Failing grade” means a grade of F may be assigned for the course as a result of scholastic dishonesty along with suspension, or other sanction, as appropriate.~~

~~A sanction imposed at one college shall apply to all colleges of the College District.~~

POLICY ITEM NO.7.2.c.

Approval of TASB Cumulative Update: BBF, BD, BDB, DIAB, EFCD, GCB, GDA and GE

The Chancellor recommends that the Board of Trustees take the following actions regarding Board Policy changes proposed in the Texas Association of School Boards' (TASB*) Updates 34-38.

*TASB deletions are shown in **red** and additions are in **blue** font. Revisions by the General Counsel appear in **green** font.

Effective Date

Upon Board Approval

LOCAL
POLICY

EXPLANATORY NOTES

PG.

BBF – Board
Members, Ethics

Revisions to local policy are recommended to clarify the Board's obligation to adhere to all state and federal laws and College District policies and to prohibit conduct that constitutes unlawful discrimination and harassment.

BD – Board
Meetings

Revisions to local policy are recommended to reflect a change to the deadline for notice of a meeting (from two to one hours before) called due to an emergency or urgent public necessity. All other revisions are for formatting purposes.

BDB – Board
Meetings, Public
Participation

Revisions to local policy are recommended to address the statutory requirement that College Districts allow each member of the public who wants to comment on agenda items of an open meeting to do so prior to or at the time the items were considered.

DIAB –
Freedom from
Discrimination

Revisions to local policy are recommended to clarify the list of protected characteristics and to update old policy references.

EFCD – GED
Testing Centers

Revisions are recommended to clarify provisions addressing the administration of high school equivalency tests.



Existing Policy



Deleted Policy



New Policy



GC Edits

GCB – Requests for Public Information	Revisions to this policy relate to the method by which public information requests must be made and address the suspension of the Texas Public Information Act during a catastrophe, as permitted by law.
GDA – Community Use of College Facilities	Revisions to policy would add provisions addressing the withdrawal of consent to remain on College District premises and clarify the use of tobacco and e-cigarettes.
GE – Advertising and Fundraising	Revisions would add new provisions to local policy to clarify that the College District may acknowledge sponsorship and donations as it deems appropriate and that it retains full editorial control over such acknowledgment.

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

**Code of
Responsibility**

Each Board member shall adhere to all state and federal laws, College District policies, and~~subscribes~~ to the following code (as written in the first person):

1. To devote time, thought, and study to the duties and responsibilities of a Dallas ~~County Community~~ College ~~District~~ Board member so that I may render effective and credible service.
2. To bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points or issues.
4. To ~~work with other Board members to~~ establish and adhere to effective policies and practices prohibiting unlawful discrimination, including ~~conduct that constitutes sexual harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.~~
5. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; to abide by and support the final majority decision of the Board.
6. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.
7. To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the College District.
8. To recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operation.
9. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the College District is to be administered, but that the administration of the educational program and the conduct of College District business shall be left to the Chancellor and his or her staff.

DATE ISSUED:
12/17/2019~~4/21/2009~~
UPDATE 37~~LDU 2009.01~~
BBF(LOCAL)-X

ADOPTED:

1 of 2

BOARD MEMBERS
ETHICS

BBF
(LOCAL)

10. To welcome and encourage active communications by citizens, organizations, and the media with respect to establishing policy on current College District operation and proposed future developments.
11. Finally, to strive step by step toward ideal conditions for the most effective College District Board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

BOARD MEETINGS

BD
(LOCAL)

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour~~two hours~~ prior to the time of an emergency meeting.

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

**Limit on
Participation**

Audience participation at a Board meeting is limited to the ~~public comment~~ portion of the meeting designated to receive public comment in accordance with this policy ~~for that purpose~~. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment
Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited ~~allot a portion of the meeting to~~ items on the agenda posted with notice of the meeting.

Procedures

~~Individuals hear persons who desire to make comments to the Board. Persons~~ who wish to participate ~~during the~~ in this portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic ~~on about~~ which they wish to address the Board. ~~Speak.~~

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not ~~No presentation shall~~ exceed ~~five~~ five minutes per meeting.

Meeting
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on nonagenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. ~~Delegations of more than five persons shall appoint one person to present their views before the Board.~~ The presiding officer may also provide expanded opportunity for public comment, establish an overall ~~shall have the discretion to modify the~~ time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments. -

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

Board's Response	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
Complaints and Concerns	<p>The presiding officer or designee shall determine whether <u>an individual</u>a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the <u>Board shall hear the complaint or concern and refer the individual</u>person shall be referred to the appropriate policy (see list below) to seek resolution:</p> <p>Employee complaints: DGBA</p> <p>Student complaints: FLD</p> <p>Public complaints: GB</p>
Disruption	<p>The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any <u>individual</u>person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the <u>individual</u>person removed from the meeting.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, [age](#), or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sexual misconduct, including sex/gender-based discrimination or harassment, targeting employees, see DIAA. For discrimination, harassment, and retaliation targeting students based on race, color, national origin, religion, or disability, see FFDB.

SPECIAL PROGRAMS
GED TESTING CENTERS

EFCD
(LOCAL)

	<p>An official General Educational Development (GED) <u>high school equivalency</u> testing center shall be located at one or more College District facilities designated by the Board.</p>
Procedures	<p>The Chancellor or designee shall develop written procedures concerning the operation of the center <u>and administration of the test</u>. The procedures shall:</p> <ol style="list-style-type: none">1. Address the selection, requisition, and permanent storage of restricted test materials;2. Address the provision of a suitable place for administering the test;3. <u>Address test security;</u>3.4. Include a written emergency plan; and4.5. Address other operational matters as appropriate.
Testing Schedule <u>information</u>	<p>The Chancellor or designee shall annually publish a testing schedule in appropriate College District publications.</p>
CHIEF EXAMINER	<p>The Chancellor or designee shall designate a qualified chief examiner and shall seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA) <u>publish information about the available testing opportunities on the College District's website and in appropriate College District publications.</u> The chief examiner shall attend training annually as required by law.</p>
Fees	<p>In accordance with law <u>If permitted by the Texas Education Agency (TEA) and the test provider,</u> the Board shall <u>may</u> approve a fee for the administration of the a test, and the College District shall submit the amount and any subsequent changes to TEA for approval.</p>
Annual Report	<p>The Chancellor or designee shall report to the Board annually concerning the center, including the number of tests administered and the fees received for administering the test.</p>

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Suspension of
Public Information
During Catastrophe

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to 1601 S. Lamar St, Dallas, TX 75215; or
3. Email at memiller@dcccd.edu.

In the event a catastrophe, as defined by law, impacts the College District, the Board shall suspend the applicability of the Texas Public Information Act to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

Withdrawal of
Consent to Remain
on Campus

In accordance with law, during a period of disruption, the Chancellor or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District. If the College District elects to withdraw consent to remain on campus, such withdrawal will occur in accordance with applicable law and College District policies, including the provision of any hearing or appeal to which the party who is the subject of the withdrawal may be entitled.

~~Hearing Procedures~~

~~A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.~~

~~Appeal~~

~~The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]~~

**Tobacco and
E-cigarettes**

The College District prohibits ~~smoking and~~ the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the Chancellor or designee. ~~[See FLBD]~~

ADVERTISING AND FUNDRAISING

GE
(LOCAL)

Acceptance of advertising shall not constitute College District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the College District will purchase goods or services from the vendor through the College District's formal procurement process.

[For information relating to College District-sponsored publications, see FKA.]

Sponsorships and
Donations

If the College District or any campus accepts financial or in-kind donations to support College District-sponsored activities, the College District reserves the right to acknowledge donors through whatever means the College District deems appropriate. The College District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

ORDER NO. 7.3.a.

Approval of Order Adopting Guidelines for Persons Submitting Specific
Redistricting Proposals and Providing Comments

The Chancellor recommends that the Board of Trustees adopt the attached Order which sets forth reasonable guidelines applicable to persons wishing to submit specific redistricting plans they wish to have the Board consider. The Board has certain responsibilities for redistricting the College's trustee districts under applicable federal and state law and, with the release of the 2020 Census data it is possible that population growth in Dallas County may reveal that a population imbalance exists requiring redistricting. In that event, it is important that the Board adopt criteria and guidelines for the redistricting process, including setting criteria for any plans proposed by the public for consideration by Dallas College. Counsel for Dallas College which has been engaged to assist with any redistricting process has recommended the attached Order and it is consistent with the law and principles applicable to redistricting.

Effective Date

Upon Board Approval

ORDER NO. _____

THE STATE OF TEXAS §
§
DALLAS COLLEGE §

**GUIDELINES FOR PERSONS SUBMITTING
SPECIFIC REDISTRICTING PROPOSALS
AND PROVIDING COMMENTS**

WHEREAS, this Board of Trustees has certain responsibilities for redistricting the College's trustee districts under federal and state law including but not limited to Amendments 14 and 15 to the United States Constitution, U.S.C.A. and Section 2 of the Voting Rights Act, 52 U.S.C.A. §10301; and Tex. Gov't Code Ann. §§ 2058.001 and 2058.002; and

WHEREAS, the Dallas area has experienced significant growth during the decade and the Board reasonably anticipates that a review of the 2020 Census data may reveal that a population imbalance exists requiring redistricting; and

WHEREAS, in that event, it will be necessary to provide for the orderly consideration and evaluation of redistricting plans which may come before the Board; and

WHEREAS, these guidelines relate to persons who have specific redistricting plans they wish the Board to consider; and

WHEREAS, the Board also welcomes any comments relevant to the redistricting process;

NOW, THEREFORE, BE IT RESOLVED that, in order to make sure that any comments regarding the redistricting process and any redistricting plan that might be submitted are of maximum assistance to the Board in its decision-making process, the Board hereby sets the following guidelines to be followed by each person submitting a comment or a redistricting plan for consideration:

1. Proposed plans must be submitted in writing and be legible. If a plan is submitted orally, there is significant opportunity for misunderstanding, and it is possible that errors may be made in analyzing it. The Board wants to be sure that all proposals are fully and accurately considered.
2. Any plan must show the total population and voting age population for African-Americans, Hispanics, Asians, and Anglo/Other for each proposed commissioner precinct based on the 2020 Census Data. If a plan is submitted without a population breakdown, the Board may not have sufficient information to give it full consideration.
3. Plans should redistrict the entire College. The Board will be considering the effect of any plan on the entire College. Any plan is subject to the Voting Rights Act, which protects various racial and language minorities. Thus, as a matter of

federal law, the Board will be required to consider the effect of any proposal on multiple racial and ethnic groups. If a plan does not redistrict the entire College, it may be impossible for the Board to assess its impact on one or more protected minority groups.

4. Plans should conform to the redistricting criteria the Board will be using in drawing the trustee districts.
5. Comments must be submitted in writing and be legible, even if the person also makes the comments orally at a public hearing.
6. Persons providing comments and those submitting proposed plans must identify themselves by full name and home address and provide a phone number and, if available, an email address. The Board may wish to follow up on such comments or obtain additional information about submitted plans.
7. All comments and proposed plans must be submitted to the Board of Trustees by the close of the public hearing.

This resolution shall be effective upon passage by the Board of Trustees.

BE IT SO ORDERED.

Adopted on this 14th day of September 2021.

DALLAS COLLEGE

Monica Lira Bravo, Chair

ATTEST:

Joe D. May, Board Secretary

ORDER NO. 7.3.b.

Approval of Order Adopting Criteria for Use in 2021 Redistricting Process

The Chancellor recommends that the Board of Trustees adopt the attached Order which sets forth criteria for use in the 2021 redistricting process.

Counsel for Dallas College which has been engaged to assist with any redistricting process has recommended the attached Order and it is consistent with the law and principles applicable to redistricting.

Effective Date

Upon Board Approval

ORDER NO. _____

THE STATE OF TEXAS §
 §
DALLAS COLLEGE §

**ORDER ADOPTING CRITERIA
FOR USE IN 2021 REDISTRICTING PROCESS**

WHEREAS, this Board of Trustees has certain responsibilities for redistricting under federal and state law including but not limited to Amendments 14 and 15 to the United States Constitution, U.S.C.A.; section 2 of the Voting Rights Act, 52 U.S.C.A. §10301; and Tex. Gov't Code Ann. §§ 2058.001 and 2058.002; and

WHEREAS, the Dallas area has experienced significant growth during the decade and the Board reasonably anticipates that a review of the 2020 Census data may reveal that a population imbalance exists requiring redistricting; and

WHEREAS, should redistricting be necessary, it is the intent of the College to comply with the Voting Rights Act and with all other relevant law, including *Shaw v. Reno* jurisprudence; and

WHEREAS, a set of established redistricting criteria will serve as a framework to guide the College in the formulation and consideration of districting plans; and

WHEREAS, redistricting criteria will provide the College a means by which to evaluate proposed plans; and

WHEREAS, redistricting criteria will assist the College in its efforts to comply with all applicable federal and state laws;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the College, in its adoption of a redistricting plan for trustee districts, will adhere to the following criteria to the greatest extent possible when establishing new trustee district boundaries:

To the extent practicable:

1. Easily identifiable geographic boundaries should be followed.
2. Communities of interest should be maintained in a single district, and attempts should be made to avoid splitting neighborhoods.
3. Trustee districts should be composed of whole voting precincts. Where this is not possible or practicable, districts should be drawn in a way that assists the county in the creation of practical election precincts and that ensures (i) that adequate facilities for polling places exist in election precincts; or, as applicable, (ii) that efficient ballot preparation be facilitated for elections

conducted at vote centers in the county. Avoid splitting census blocks unless necessary.

4. Although it is recognized that existing trustee districts will have to be altered to reflect new population distribution in the College, any districting plan should be based on existing districts.
5. Districts must be configured so that they are relatively equal in total population according to the 2020 federal census. In no event should the total population deviation between the largest and the smallest district exceed ten percent as compared to the ideal precinct size.
6. The districts should be compact and composed of contiguous territory. Compactness may contain a functional, as well as a geographical, dimension.
7. Consideration may be given to the preservation of incumbent-constituency relations by recognition of the residence of incumbents and their history in representing certain areas.
8. The plan should be narrowly tailored to avoid racial gerrymandering in violation of *Shaw v. Reno*.
9. The plan should not fragment a geographically compact minority community or pack minority voters in the presence of polarized voting or otherwise discriminate against protected groups so as to create liability under the Voting Rights Act.

The Board of Trustees will review all plans considering these criteria and will evaluate how well each plan conforms to the criteria.

Any plan submitted to the Board by a citizen for its consideration should be a complete plan—*i.e.*, it should include all trustee districts and should redistrict the entire College. The Board of Trustees may decline to consider any plan that is not a complete plan.

All plans submitted by citizens, as well as plans submitted by staff, consultants, and members of the Board of Trustees should conform to these criteria.

This resolution shall be effective upon passage by the Board of Trustees.

BE IT SO ORDERED.

Adopted on this 14th day of September 2021.

DALLAS COLLEGE

Monica Lira Bravo, Chair

ATTEST:

Joe D. May, Board Secretary

FINANCIAL ITEM NO. 8.1.a.

Adoption of Resolution Levying the Ad Valorem Tax Rate for Tax Year 2021

The Chancellor recommends that the Board of Trustees adopt the attached resolution establishing the Ad Valorem tax rate of \$0.123510 per \$100 valuation for tax year 2021.

The proposed M&O rate to support the 2021-2022 budget of \$0.103510 per \$100 assessed valuation will result in the setting of a tax rate that exceeds the No-New Revenue M&O rate of \$0.095843 per \$100 assessed valuation but is less than the Voter-Approval M&O rate of \$0.103510 per \$100 assessed valuation. Revenue generated by the M&O component of the tax rate supports the line item "Taxes for Current Operations" in the unrestricted fund.

The I&S rate is \$0.020000 per \$100 of assessed valuation and is based on the debt payment requirements and projected collection rate as seen in the debt service fund budget for 2021-2022, the line item "General Obligation Bonds" and "Maintenance Tax Notes"; this rate is the same as the 2020-2021 I&S rate of \$0.020000.

The average taxable value of a residence homestead in 2021 tax year is \$230,928 compared to \$218,025 for 2020. The Administration estimates that the levy on an average home value will be \$285.22 representing a monthly increase of \$1.24 and an annual increase of \$14.87.

Provided the Board approves each component, the College's tax rate for 2021 will be \$0.123510 (\$0.103510 for M&O plus \$0.020 for I&S), which is greater than the No-New Revenue Tax Rate of \$0.113779 and lower than the Voter-Approval Tax Rate of \$0.123511.

As required by law, all required notices were published in the newspaper of largest circulation and on the Dallas College website.

Resource Contact

John Robertson, Chief Financial Officer

RESOLUTION AND ORDER OF THE BOARD OF TRUSTEES OF DALLAS
COLLEGE SETTING THE 2021 TAX RATE

WHEREAS, at its meeting of August 3, 2021, the Board of Trustees of Dallas College voted to propose a tax rate for 2021 and to follow the procedure for the adoption thereof; and

WHEREAS the Board of Trustees held a public hearing on the proposed tax rate for 2021 on September 14, 2021; and

WHEREAS, the Board of Trustees has complied with all the procedural requirements for the setting of the 2021 ad valorem tax rate as specified by the Texas Tax Code and Texas Education Code:

NOW, THEREFORE, BE IT RESOLVED, at the recommendation of the Chancellor, that the Board of Trustees of Dallas College approves setting the tax rate on \$100 valuation for 2021 at a total tax rate of \$0.123510, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.103510 for the purpose of maintenance and operations, and

\$0.020000 for the purpose of payment of principal and interest on debts.

Such taxes are to be assessed and collected by the tax officials designated by Dallas College.

Maintenance & Operations Tax Rate

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENTANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.00% OF THE TOTAL PROPOSED RATE OVER THE TOTAL NO-NEW REVENUE TAX RATE AND WILL RAISE TAXES FOR MAINTENANCE & OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY -\$0.49.

ADOPTED this the 14th day of September 2021, by the Board of Trustees of Dallas College.

Monica Lira Bravo, Chair
Board of Trustees

Joe D. May, Secretary
Board of Trustees

TALENT ITEM NO. 8.2.a.

Approval of Warrants of Appointment for Police Officers

The Chancellor recommends that the Board of Trustees approve the following warrants of appointment for the Police Officer's listed below for the period indicated. Police Officers are hired through the District Police Department and assigned to various college locations.

WARRANTS OF APPOINTMENT – 1

Maxi Edwards	District Office
<u>Effective Date:</u> September 7, 2021	Full-time
<u>Period of Employment:</u> Through termination of employment with Dallas College.	

POLICY ITEM – FIRST READING NO. 9.1.

Approval of Amendment to Policy Concerning Purchasing and
Acquisition - CF (LOCAL)

The Chancellor and Chief Financial Officer recommend approval o of the following amendments to Board Policy CF (LOCAL).

The proposed changes were initiated as a result of conversations with Finance Committee Chair Boyd and Trustee Ritter regarding appropriate signatory authority for an enterprise with a budget of approximately \$750M. These initial conversations began a few months ago in an effort to improve efficiency in business operations. The transition to Dallas College has been a catalyst in creating these revisions in that our new organizational structure requires that this policy be updated to reflect current position titles and signatory levels among the executive leadership commensurate with the Dallas College budget.

Also included with these proposed revisions is a Signatory Authority Memo which specifies authorized signers and their designees.

Effective date

Upon Board Approval

PURCHASING AND ACQUISITION

CF
(LOCAL)

**Purchasing /
Contractual
Authority**

The Board delegates to the Chancellor, ~~chief~~ Chief financial ~~Finan-~~
~~cial officer~~ Officer, or designee the authority to approve any pur-
chase or contract of \$~~100~~250,000 or less. The Board shall approve
all purchases or contracts of more than \$~~100~~250,000, unless the
Board has previously approved a budget line item listing the pur-
chase expenditure. In recognition of the fact that it is typically not
possible to identify the vendor(s) from which an approved purchase
is going to be acquired at the time of budget line item approval, the
College District's purchasing department shall provide an informa-
tional report, not less than quarterly, to the Board listing all vendors
for budget line item purchases with which the College District con-
tracted during the reporting period and the dollar amount of the
contract.

In the event the approximate cost of a purchase or contract ap-
proved as a budget line item increases materially between the time
of Board approval of the budget line item and execution of the con-
tract or purchase, or, where applicable, the item is to be acquired
from a vendor(s) different than that previously identified to the
Board, the item will be taken back to the Board for approval.

For purposes of this policy, the term "materially" for an approved
budget line item shall mean an increase of more than 25% of the
original contract price:

- ~~Greater than \$100,000, but less than \$499,999, an increase
of ten percent or more in the purchase or contract price from
that which was approved as a budget line item by the Board;~~
- ~~Greater than \$500,000, but less than \$1,999,000, an increase
of five percent or more in the purchase or contract price from
that which was approved as a budget line item by the Board;
and~~
- ~~Greater than \$2,000,000, an increase of two and one-half per-
cent or more in the purchase or contract price from that which
was approved as a budget line item by the Board.~~

Purchasing

The Board gives critical attention to the purchase of goods and ser-
vices by the College District. In each case, the Board seeks to ac-
cept the lowest responsible proposal ~~bid offer~~ that represents the
best value for the College District after considering all legal permis-
sible factors in awarding a contract. In determining the best value,
the Board shall act faithfully and exercise its best judgment to best
serve the interests of the College District and shall always exercise
its honest discretion in seeking to accomplish the objective sought.
The College District shall strictly comply with all laws governing the

PURCHASING AND ACQUISITION

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(LOCAL)

purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Chancellor or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids. In addition, the College District may waive technicalities and award bids that are less than \$50,000.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Chancellor or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals. In addition, the College District may waive technicalities and award proposals that are less than \$50,000.

Electronic Bids or Proposals

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

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Purchase Commitments	All purchase commitments shall be made by the Chancellor or designee, in accordance with administrative procedures, including the College District's purchasing procedures.
Personal Purchases	College District employees shall not be permitted to make purchases for personal use through the College District's business office.
Delinquent Franchise Taxes	Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.
Minority Business Program	<p>The College District is committed to developing, maintaining, and enhancing participation by minority business enterprises and women-owned business enterprises in all phases of the College District's procurement processes and, to the greatest extent feasible, to support their efforts to compete for purchases of equipment, supplies, services, and construction projects.</p> <p>The College District shall encourage all vendors, suppliers, contractors, and professionals doing business with the College District to support the common goal of equal opportunity for all citizens. In the expenditure of College District funds, neither the College District nor its contractors, suppliers, or vendors of goods and services shall discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, disability, or any other basis prohibited in this manual on any matter related to awarding of purchases, contracts, and subcontracts.</p> <p>To attain a reasonable degree of participation under this policy, the College District reserves the right to make any special provisions consistent with laws and Board policy with the goal of fairness to all prospective vendors.</p>
Contracts	<p>This policy applies to all contracts to which the College District is a party. [See DCA]</p> <p>The power to contract on behalf of the College District is vested in the Board and no contract or agreement shall be entered into without approval of the Board unless the authority to contract is expressly delegated in this policy. Delegations of contractual authority to various personnel who are specified in this policy are necessary and appropriate for the timely, efficient administration of the College District. The following guidelines should be rigidly adhered to</p>

PURCHASING AND ACQUISITION

CF
(LOCAL)

and strictly construed to prevent unauthorized transactions and activities.

Delegation of
Contractual
Authority

Certain officials of the College District are hereby expressly authorized to contract on behalf of the College District as follows:

1. Capital improvement change orders. The Chancellor or Chief Financial Officer may authorize a capital improvement change order if the amount of the change order is less than ~~\$400~~250,000 and is less than 25 percent of the original contract. The Board may delegate its authority to approve a change order of \$~~400~~250,000 or more to the Chancellor or Chief Financial Officer if the Board authorizes a contingency fund and the change order does not exceed the contingency fund. Otherwise, a change order of \$~~400~~250,000 or more must be taken to the Board for approval.
2. Educational services. The Chancellor, Provost, Vice Chancellor of Workforce and Advancement or designee is authorized to enter into contracts to provide educational services, provided the contract is less than \$~~250~~400,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.
3. Employment of personnel. [See DC and DCA(LOCAL)]
4. General:
 - a. The Provost, college-Campus Ppresidents, the ~~chief~~ Chief Technology/Innovation Officer, the ~~executive~~ Ex-ecutive vice-Vice chancellorChancellor, ~~the chief finan-~~cial officer, ~~d~~Deputy eChief fFacilities eOfficer, ~~d~~Deputy eChief bBusiness eOfficer, and ~~chief~~ Chief talent Human Resources ~~officer~~Officer. Vice Chancellor of Student Services and Vice Chancellor of Workforce and Advancement, and the College District director of purchasing may authorize a contract in an amount of less than \$50,000 in accordance with Board policy and the purchasing regulations in the Business Procedures Manual. The Chief Financial Officer will be the designee when needed.
 - b. The Chancellor or Chief Financial Officer may authorize a contract for construction, replacement, or repair of College District_ equipment or facilities in an amount greater than the authority set forth in this policy, as appropriate, in the event of a catastrophe, emergency, or natural disaster if such action is necessary for the health

PURCHASING AND ACQUISITION

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(LOCAL)

or safety of College District_ students or staff or for continuity of operations. The Chancellor or designee shall report such a contract to the Board as soon as reasonably practicable after awarding the contract. The report shall include detail on the underlying event and justification for the contract.

5. Sale or lease of instructional television programs and digital content for distance learning. The College District_ desires to give broad distribution to its instructional television programs and digital content for distance learning and, by sale or lease, to recover its development and production costs. The Chancellor, Provost, or designee is hereby authorized to make and execute agreements for the sale or lease of such instructional television programs and digital content for distance learning, provided that such agreements do not require the expenditure of College District funds.
6. Contract amendments, other than capital improvement change orders. Guidelines are as follows:
 - a. The Chancellor or Chief Financial Officer may authorize an increase to a contract that was previously approved by the Board if the increase is not to exceed 25 percent of the original contract but less than \$~~100~~250,000. An increase of \$~~100~~250,000 or more must be taken to the Board for approval.
 - b. The Chancellor or Chief Financial Officer may authorize an increase to a contract that was previously approved by the Chancellor or Chief Financial Officer if the increase does not cause the total amount of the contract to equal or exceed \$~~100~~50,000 and quotations, proposals, or competitive bids are not required under CF(LOCAL).

Signatory Authority

Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College District by the Board Chair or the Chancellor or designee. The Chancellor's Office shall maintain a list of authorized designees and the type of contract(s) that the designee is authorized to execute on behalf of the College District. The list shall be updated as necessary and shall annually be included as an exhibit to the College District budget.

Custody of Contracts

The Chancellor is designated as custodian of all contracts of the College District. He or she shall maintain on file one original of every contract to which the College District is a party.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Other Authorizations

Warrants

In accordance with resolutions on file in the College District Business Office, certain specified employees of the College District are authorized and empowered by the Board to sign warrants on College District funds for lawful expenses of the College District.

External Funding

The Chancellor or designee is authorized to make application on behalf of the College District to private or governmental agencies for external funding and shall report to the Board, not less than quarterly, all applications submitted and grants received. Prior approval of the Board shall be required for any grant application in support of construction of new facilities or any grant application the terms of which require specific Board approval.

Surplus Property

The Chancellor or designee may authorize resolutions or other documents that are necessary for purchase of surplus property items from appropriate state agencies if the cost of the items is less than \$~~50~~100,000.

Industrial Alcohol

The Chancellor is authorized to designate certain College District employees to sign all documents required for procurement of industrial alcohol for use in science instructional programs.

**Clinical Affiliation
Contracts**

The Chancellor, Provost or designee may authorize contracts with local hospitals and health-care agencies to utilize their facilities for nursing and allied health clinical experiences if the College District is not required to compensate the hospitals or agencies for use of their facilities.

COMMITTEE REPORT NO 10.1.a.

Audit Committee Notes for June 1, 2021

The Audit Committee Meeting of the Board of Trustees of Dallas College was held Tuesday, June 1, 2021, beginning at 1:31 p.m. on the Cisco Webex platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Audit Committee Member Dorothy Zimmermann.

Board Members and Officers Present

- Ms. Monica Lira Bravo
- Ms. Charletta Rogers Compton
- Ms. Diana Flores
- Dr. Joe May (secretary and chancellor)
- Mr. Philip J. Ritter
- * Ms. Dorothy Zimmermann
- * Mr. Cliff Boyd

Members absent

- * Mr. JL Sonny Williams (committee chair)

* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Perla Molina.
2. **Certification of Notice** posted for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
4. **Committee Presentations**
 1. Internal Audit Report, 3rd Quarter Ending May 31, 2021
Presenter: Lori Cox

Audit Plan & Engagement Updates

Ms. Cox provided an update regarding the following items: operational audits, compliance audits, special reviews, consulting engagements, follow-up audits, other services, duties, and special projects.

- Athletics
Status - Completed in the 1st Quarter with no exceptions.
- Procurement
Status - Planning Phase in progress - Target completion: 4th Quarter (July 2021)
Procurement is an addition to the FY20/21 Plan. The IAD will be reviewing procurement policy, processes, procedures, and systems to determine if internal controls are adequate and functioning properly as well as the efficiency and effectiveness of operations.
- Richland Collegiate High School Attendance Audit
Status - Start Planned for July 2021
- Fixed Assets: Status
Start Planned for July 2021
The IAD will be modifying how fixed assets are reviewed in the upcoming audit. The IAD will be reviewing the systems and the process for recording, valuing, and disposing of assets to determine if controls are adequate and functionally properly to ensure accuracy and validity of assets and related systems. The IAD will also follow-up on issues noted in the FY18/19 audit to identify if recommendations have been implemented.
- Workday Implementation Participation
Status -In Progress/On-Going
Workday Implementation Participation is an addition to FY20/21 plan. The IAD will review recommendations of project management and make recommendations on key control designs in the new system.
- Follow-up Audits
The IAD will be following up on issues identified (based on significance of issues) in previous audits from FY18/19 and FY19/20. The purpose of these follow-ups is to review previously reported issues and review the status of addressing those items. These follow-up audits include the following: Day Teaching (2019/2020 Audit) with a planned start date in June 2021 and TRIO Upward Bound (2018/2019 Audit) with a planned start date in July 2021.
- Grant Compliance Monitoring
Status – Completed and On-going with no issues to report.
The following grants are currently in review: Eastfield-USDE Title III Part F-HIS-STEM, Eastfield-USDE Upward Bound, and Mountain View-USDE SI Bilingual Education Center.
- External Audit Assistance
Status- 1st Quarter Completed, pending 4th Quarter Start for FY21 work.

The IAD will perform audit work under the direction of the external auditors as requested starting in the 4th quarter of 2021. Ms. Cox noted that the IAD spent significant time and effort on work for the external auditors in the first quarter of FY21 and does not anticipate a significant involvement this year.

- Special Investigations/Reviews

Status-Complete as needed/requested

Ms. Cox noted that special investigations/reviews vary in complexity and address, review, and/or substantiate allegations, provide information, and/or provide recommendations. The IAD has performed three (3) special investigations/reviews that were completed in the 2nd and 3rd quarter and has one (1) ongoing special investigation/review. These investigations/reviews are either requested by management or a result of hotline complaints.

- Risk Assessment Overview FY2022

The IAD utilizes a Risk Assessment Process to develop the audit plan for the year. This process requires gathering information such as major concerns from the Board and Senior Management, internal reports, and external information regarding risks within the higher education industry and organizations is general. The IAD will analyze data and information gathered to measure and prioritize risks to develop the audit plan. Further, Ms. Cox noted that Risk Assessment is an ongoing and continual effort to remain informed of emerging risks and ensure that the IAD is focusing on the highest risk items.

Trustee Boyd requested that the IAD provide a copy of completed audit reports for the audits mentioned in the presentation today and requested that the IAD develop a periodic report to communicate the IAD's position of the progress of the Workday implementation. Ms. Cox noted that the IAD will provide the requested items.

Enhancement Plan Updates

The IAD is entering the final phase of the staff training development program and the staff will continue to have annual training and development as well as completing training to meet professional education requirements.

The IAD is also reviewing audit management software tools to help increase the efficiency and effectiveness of the internal audit process. The current process is heavily manually driven and the IAD is looking for a tool to improve the process from audit planning throughout the entire reporting process.

The IAD has completed its preliminary Strategic Plan which includes the IAD's vision, mission, plan objective, and goals. The IAD has also developed various metrics and will continue to refine this plan throughout the College's strategic planning process.

Internal Audit Department Charter

Ms. Cox noted that the IAD is unique because it reports functionally to the Audit Committee and to the Board. The IAD Charter is required by the standards and is a formal document that describes the purpose, authority, and responsibility of the IAD. The standards require that the final approval of the Charter resides with the Board. Ms. Cox also noted that the Charter outlines the authority of the department which includes the IAD's access to records, personnel, etc. in order to perform audits. Further, the Charter outlines independence, objectivity, scope of IAD activities, and Quality Assurance & Improvement Program/competency requirements.

Questions

Ms. Cox opened for questions and Trustee Flores requested that the IAD tie the IAD performance metrics to the IAD's specific goals. Trustee Flores shared her appreciation of Ms. Cox for developing specific and detailed metrics for the IAD.

Trustee Boyd inquired of the IAD's status of filling open staff positions and how these positions are promoted/advertised. Ms. Cox noted that there are two positions that are currently in recruitment that were promoted internally. Also, if the IAD is unsuccessful in gaining internal candidates that could meet the requirements then the IAD would advertise externally. There are various associations, such as the Institute of Internal Auditors (IIA), that could be utilized to advertise the position. Further, Ms. Cox noted that interviews have been held for the Internal Auditor position and the Senior Auditor position is currently in recruitment and will begin interviews once candidates have been selected. Ms. Cox anticipates that the IAD will be fully staffed by the end of the fiscal year.

2. Dallas College Financial Statements - Audit Plan for the Period Ended August 31, 2021

Presenter: Marlon Williams, McConnell & Jones, LLP

Mr. Williams, Engagement Partner, with McConnell & Jones, LLP (MJ) presented the following discussion topics:

Engagement Scope and Objectives

- MJ's scope includes expressing opinions on the College's basic financial statements that are prepared by the College. MJ will apply audit procedures to identify if there are any major departures from GAAP and if disclosures are concise, sufficient, and prepared in accordance with governmental standards.
- MJ will also apply certain limited procedures (not an audit) to the College's supplementary information to ensure there is no contradictory information.
- MJ will also perform annual attestation procedures to determine the College's compliance with the Texas Public Funds Act.
- Yellow Book Report: MJ will not perform an internal controls audit. However, the Yellow Book Standards require that MJ gain an understanding of the College's internal controls. The areas of focus include procurement, disbursement, and revenue receipts.
Trustee Flores inquired who issues the Yellow Book Report and Mr. Williams noted that the Yellow Book Report will be issued by MJ.
- Single Audit: Dallas College has expenditures greater than \$750K in federal funds. As such, a single audit is required. MJ is in the process of selecting grants for testing and anticipate that 4 or 5 grants will be selected for testing.

Audit Approach

Mr. Williams noted that the overall audit approach process is a four-stage process, planning, preliminary, final, and reporting. During the planning and preliminary phase, MJ is gathering information and preliminary numbers to identify if any changes need to be made in their overall plan. MJ is working with management to determine appropriate timing for returning to the field or continuing in a remote environment for the final phase. The reporting phase includes reviewing the CAFR prepared by management, reviewing the Single Audit, preparing MJ Audit Reports, and obtaining a Management Report, if applicable.

Engagement Milestones and Timelines

Mr. Williams discussed key milestones and audit timeline starting with an entrance conference on June 1, 2021, followed by interim and final fieldwork, presentation of the draft reports to the Audit Committee and Board on December 1, 2021, and issuance/submission of CAFR and Single Audit to regulatory agencies on December 15, 2021.

Required Communication with Those Charged with Governance

Mr. Williams discussed the following items required to be communicated to those charge with Governance: Management's Responsibility, the Auditor's responsibility, which are both outlined in the engagement letter, and other required communications.

Other Matters for Discussion

Mr. Williams discussed several areas of interest and/or concerns for discussion including procurement, investments, Federal/State grant reconciliations, Pension funds and census data, allowance for uncollectable accounts, follow-up on cash management single audit findings, GASB standards, and bond issuances.

Mr. Williams noted that MJ will reviewing “allowance for uncollectable accounts” due to some issues last year related to the significance, appropriateness, and reasonableness of the allowance for uncollectable accounts. Trustee inquired what accounts are typically found as uncollectible accounts. Mr. Williams noted that it consists of property taxes and student tuition, but primarily student tuition.

Additionally, Mr. Williams noted that MJ will be retesting and reviewing cash management single audit findings from the previous audit to ensure that findings have been appropriately addressed.

Mr. Williams also discussed the GASB standard changes which include GASB 87: Leases (Effective for FY2022), and GASB 96: Subscription based Information Technology Arrangements (Effective for FY2023). Mr. Williams noted that GASB87: Leases is a significant change that requires operating leases that were previously considered expenses to be capitalized and inventoried. There are also required changes in disclosure requirements. Mr. Williams noted that MJ will primarily be focusing on GASB 87 and its application at Dallas College.

Trustee Ritter inquired of MJ’s plans and responsibilities surrounding the College’s recent procurement of a new enterprise system, Workday. Mr. Williams noted that MJ’s primary focus would be from a financial statement perspective and MJ’s responsibility would be to audit the College’s overall expense activity to determine that they are properly reflected in financial statements. Regarding the new ERP system’s impact on the audit, MJ would focus on ensuring data from the old system is consistently and accurately reflected in the new system. Regarding the specific procurement transactions to procure the software, MJ will be performing testing over those large procurement transactions as well.

Field Work

MJ is working with management to determine the appropriate working environment due to changing return to work protocols, either on-site, remote, or a hybrid of the two.

Questions

At the conclusion of the presentation, there were no additional questions for Mr. Williams.

5. Overview of Regular Agenda Item

1. Approval of Dallas College Internal Audit Departmental Charter

Chancellor May noted that the IAD Charter will be on the agenda for approval at the regular Board Meeting.

Trustee Ritter inquired of Ms. Cox if the IAD has adequate and unfettered access to the Board with the reporting relationship outlined in the IAD Charter. Ms. Cox noted that she is comfortable with the reporting relationship proposed in the IAD Charter which is to have the IAD functionally report to Board and administratively report to General Counsel. Ms. Cox noted that this is now a common reporting relationship in Internal Audit.

6. Items for Review

1. Committee Notes

a. Audit Committee Notes for March 2, 2021

No comments were made

b. Chancellor's Travel Report

No comments made.

6. Executive Session

None.

7. Adjournment

The meeting adjourned at 2:15 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

COMMITTEE REPORT NO. 10.1.b.

August 20, 2020 Chancellor's Performance Review Committee Notes

A virtual Chancellor's Performance Review meeting of the Board of Trustees of Dallas College was held August 20, 2020, beginning at 10:01 a.m. and was broadcast on the Cisco Webex platform via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Committee Chair Wesley Jameson.

Board Members and Officers Present

- * Mr. Wesley Jameson (committee chair)
- * Ms. Monica Lira Bravo
 - Ms. Charletta Rogers Compton
 - Ms. Diana Flores
 - Dr. Joe May (secretary and chancellor)
 - Mr. Phil Ritter
- * Ms. Dorothy Zimmermann

Members Absent

JL Sonny Williams

* *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** was confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
4. **Items for Review**
 - A. Committee Notes
 1. Chancellor Performance Review Committee for March 3, 2020 were reviewed with not edits made.
5. **Executive Session** began at 10:06 a.m. and adjourned at 1:41 p.m.

6. Adjournment

The meeting adjourned at 1:41 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

COMMITTEE REPORT NO. 10.1.c.

August 26, 2021 Chancellor's Performance Review Committee Notes

A hybrid Chancellor's Performance Review meeting of the Board of Trustees of Dallas College was held August 26, 2021, beginning at 2:01 p.m. at the Administrative building and was broadcast on the Cisco Webex platform via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. The meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- Mr. Cliff Boyd
- Ms. Monica Lira Bravo
- * Ms. Diana Flores
- Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter (committee chair)
- * Ms. Dorothy Zimmermann

Members Absent

- Ms. Charletta Rogers Compton
- * *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** was confirmed by Committee Chair Ritter.
2. **Certification of Notice Posted** for the meeting by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None.
5. **Executive Session** began at 2:02 p.m. and the Board returned to open session at 3:34 p.m.
6. **Adjournment**
The meeting adjourned at 3:34 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

COMMITTEE REPORT NO. 10.1.d.

Education Workforce Committee Notes for August 3, 2021

An Education Workforce hybrid meeting of the Board of Trustees of Dallas College was held Tuesday, August 3, 2021, beginning at 1:45 p.m. on the Cisco WebEx platform and was broadcast via the streaming link: <http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Committee Chair Phil Ritter.

Board Members and Officers Present

- Mr. Cliff Boyd
- * Ms. Monica Lira Bravo
- Ms. Charletta Rogers Compton
- * Ms. Diana Flores
- Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter (committee chair)
- Ms. Dorothy Zimmermann

Members Absent

- * *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None
4. **Committee Presentations**
 1. Student Success: Basic Needs and Student Care Network
Presenters: Tracy, Johnson, Beatriz Joseph

Committee Chair Ritter introduced Dr. Joseph.

Joseph talked about the thirty new pathway specialists and the plan to double the number of success coaches. She mentioned that the wellness area has been resourced and introduced Dr. Tracy Johnson to discuss the structure of Student Wellness and Support.

Johnson introduced herself to the board and thanked Joseph and the Board for the opportunity to inform Dallas College Leadership about the Student Wellness and Support Area.

Johnson described fifteen different departments and four areas of Student Wellness and Support which include student engagement, thriving learning communities, Title IX, and the student care network and basic needs. She mentioned the goal of student success being to help students actualize their dreams, helping to eradicate poverty, all while serving students utilizing the support of the Foundation and their team.

Flores mentioned Aunt Bertha and asked if Dallas College has access to reports showing the data and student usage of the Aunt Bertha services.

Johnson responded the information would be sent to the Board.

Flores asked what “Okay to Say” was.

Johnson answered this was a campaign to educate Dallas College students and employees to come forward if they needed mental health services.

Flores asked if this was through an external partner and Johnson confirmed it was external.

Committee Chair Ritter mentioned this was a robust marketing tool and partnership program that other institutions were utilizing as well.

Flores mentioned that the Board members need to know what services are brought to the table and if students were utilizing the services Dallas College is paying for.

Chancellor May mentioned problems these external partners are helping Dallas College solve for students.

Boyd talked about his tour of the Rotary club and the veteran facility that was there. He shared about a discussion with the district governor of the Rotary Club and that Dallas College should funnel and channel Veteran traffic so there is a presence at every one of the campuses.

Chancellor May explained there is a Veteran Affairs Office at each of the seven locations and the goal is for the experience to be the same for students at each location.

Johnson explained that services at one location are now available at all locations due to the new structure and reinvestment. She described the importance of using Salesforce to track and create information about the wrap around student support that Dallas College offers students and how the students

are accessing the services available. Johnson shared an example of a student named Martha and how Dallas College used Salesforce to track her needs through becoming a nursing student, to mental health distress, and food and housing securities.

Committee Chair Ritter asked if sharing information about student mental distress in Salesforce would constitute a HIPAA violation.

Johnson explained that the information for medical help would be tracked through Titanium which has a HIPAA confidentiality clause.

Wendland reported that Dallas College is not held to HIPAA on a situation like this because we are not a healthcare provider, and it does not extend to the College. He explained that these records are input in Titanium software to maintain compliance that the records are treated by Dallas College as if they are HIPAA protected.

Flores asked what other reasons a student would be handed off to a student care coordinator.

Johnson responded that other reasons might include housing, food, or other basic needs that would be require a student to work with a student care coordinator.

Flores described that the reports from students are not describing a warm handoff with an authentic experience. She asked what training is happening to ensure good customer service is happening for these students.

Johnson described the trainings of customer service and culture of care which will include extensive training for employees led by Dallas College's Professional Development team.

Flores asked if employees are being surveyed to see if they are feeling better at the macro level with so much unrest happening right now.

Johnson responded that everything being done includes a metric to capture data through surveys with the Professional Development team.

Flores explained that the Board strategic priorities focus on staff development to help change the climate and want to ensure that is happening in this new structure.

Boyd asked if this training was already operational or in the coming school year.

Joseph explained part of the training is in place the rest would be operational during the fall semester.

Boyd asked that the Trustees be given more data throughout this process and would like to see the Board help Dallas College build these new reports to be generated each month.

Committee Chair Ritter would like to work with Molina on a regular basis to have access to these reports in real time, so no one has to prepare the reports for the Board members.

Flores explained that much time and money has been spent, and that much human capital and emotion has been expended to serve students better. She described that staff need to change from the leadership all the way down. Flores wants data and information to document these changes are happening.

Committee Chair Ritter would like a dashboard created for this information.

Johnson explained that the student care network and basic needs is a holistic integrated approach. She reported that Dallas College has doubled its licensed professional counselors, doubled the number of nurses, implemented a live mental health and crisis call line, and increased dedicated basic needs and community resources.

Johnson mentioned that Dallas College employees worked twenty-four/seven during the February winter storm to help students including one student trapped in Austin. She described that an employee used the network to help the trapped student locate housing and food and Dallas College received a note of thanks from that student.

Johnson talked about the temporary emergency aid fund with Cares Act that has helped with over three million dollars for learning materials, food, housing, childcare, transportation, and other health and safety needs.

Flores asked if these services are available to both credit and non-credit students.

Johnson responded that all means all and that all students have access to these services.

Flores mentioned students that were referred by her that were not warmly received, and Ms. Molina got involved to help these students.

Committee Chair Ritter talked about this aid being temporary and would like to see Dallas College partner with external partners to leverage ways to pay for these student needs in a collaborative way for the future.

Chancellor May explained that more information would follow in the budget meeting and described the state funding that will be lost over time in different areas.

Boyd talked about the need for these important collaborations and carrying forward the message of these student needs to the government and policymakers in Washington.

Chancellor May responded that Dallas College sees the whole picture where policymakers only look at the dollars involved.

Boyd talked about how Independent School Districts are now hiring their own social workers to help meet student needs.

Flores talked about the need and expectation of cost efficiencies so the money could be reinvested to meet student needs.

Johnson described community partnerships and network to help raise funds and shared examples of over two million dollars from United Way for housing and rental assistance and Trustee Boyd's donation of thirty thousand dollars in clothes and shoes for our students and their children. Johnson mentioned the Dallas College partnership with North Texas Food Bank who have given food to over fifty-one thousand students with over two point eight million pounds of food handed out. She explained that all student service employees will become certified in SNAP application to help students and described the work with Judge Clay Jenkin's Office for medical insurance and childcare.

Johnson talked about the ten thousand face-to-face and virtual appointments in the benchmark year of this work and the three thousand in person visits for Dallas College nurses with over seven thousand appointments in telehealth. She shared that over six hundred meningitis vaccinations have been given to students.

Johnson described the student example of Martha where her needs were met and is set to graduate in May 2022 after receiving medical health, food, housing, and much more.

Committee Chair Ritter encouraged the use of population metrics as opposed to program metrics to create a quality model that would impact the population and thanked everyone for the presentation.

Boyd suggested that Dallas College find sources that could partner with Dallas clothing manufacturers to give clothing at the end of each year to students.

Committee Chair Ritter asked Ms. Molina to send the presentation slides to the Board and thanked everyone for the presentations.

5. **Overview of Policy Items**

1. TASB Cumulative Update - BBF, BD, BDB, DIAB, EFCD, GCB, GDA and GE
2. Approval of Amendments to Policies Concerning Academic Achievement – EGA (LOCAL)
3. Approval of Amendment to Policy Concerning Relations with Educational Accreditation Agencies – GK (LOCAL)
4. Approval of Amendments to Policies Concerning Sexual Misconduct – DIAA & FFDA (LOCAL)
5. Approval of Amendment to Policy Concerning Student Rights and Responsibilities - FLB, FLD, FLDB, FM and FMA

Legal gave the Board an overview of the policy changes and explained that a first reading would be on August 19 with a second reading on August 22.

Discussion ensued on the TASB updates in the packet and opened the floor for questions.

Questions were asked about the wording that was not changed but just formatting was changed and why these changes had to come to the Board.

Legal verified that the Board would allow non-substantive changes to be done with only substantive changes coming before the Board in the future. That was confirmed by the Board.

Legal explained the Chancellor would need to make this administrative change for the future and the minutes would reflect that if there were not a substantive change, items would not need to come before the Board.

Committee Chair Ritter told the Board members to send their comments and questions prior to the two readings in August.

6. **Items for Review**

1. Committee Notes

- a. Education Workforce Committee Notes for June 1, 2021 were review and no comments were made.

7. **Executive Session**

None.

8. **Adjournment**

Meeting adjourned at 3:07 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

COMMITTEE REPORT NO. 10.1.e.

Finance Committee Notes for August 3, 2021

A hybrid Finance Committee meeting of the Board of Trustees of the Dallas College was held Tuesday, August 3, 2021, beginning at 3:23 p.m. on the Cisco Webex platform and was broadcast via the streaming link:

<http://www.dcccd.edu/boardmeetingslive>. This meeting was convened by Committee Chair Cliff Boyd.

Board Members and Officers Present

- * Mr. Cliff Boyd (committee chair)
Ms. Monica Lira Bravo
- * Ms. Charletta Rogers Compton
Ms. Diana Flores
Dr. Joe May (secretary and chancellor)
- * Mr. Phil Ritter
Ms. Dorothy Zimmermann

Board Members Absent

None.

- * *Denotes a committee member*

1. **Roll Call - Announcement of a Quorum** confirmed by Perla Molina.
2. **Certification of Notice Posted** for the meeting confirmed by Chancellor Joe May.
3. **Citizens Desiring to Address the Board**
None

4. Committee Presentations

1. Overview of Dallas College and Richland Collegiate High School Budgets for FY 2021-22

Tiska Thomas presented an overview of the Dallas College and Richland Collegiate High School (RCHS) Budgets for fiscal year 2021-2022. The RCHS budget consists of an addition of state appropriations and the reallocation of that funding.

Budget development begins with a memo for guidelines and a calendar. Town halls were held to address budget concerns and process changes. Individual meetings were scheduled by workgroup to discuss their specific budgets. The budget managers met with their workgroup and then submitted their proposal, which included an excel file that is used to develop the Budget Book line items. The Budget Book is not an authorization to spend, but rather a transparent documentation of what is being planned.

The budget consists of three sources of revenue: state appropriations, tuition, and taxes. State appropriations and tuition have allowable uses, such as instructional costs, academic support, and student services. Taxes supplement institutional support, which includes all central services - IT, police, financing, human resources, and physical plant. Taxes give us the flexibility of returning value to our students through waivers for student scholarships, emergency aid, and campus food pantries.

Together, state appropriations and tuition are over 40% of the revenue stream with instruction utilizing the entire allocation. Currently, Dallas College is the 5th lowest in the state for tuition costs at \$79, which includes learning materials.

Projected total revenue for FY 2021-2022 is \$494 million, which is a \$6.9 million increase over the current year. Changes in variances on expenses are in salaries, wages, and benefits due to reallocation of employees by fund and a proposed compensation adjustment. Leadership has planned a compensation analysis to begin next year.

Auxiliary funds also show a change in variance. Auxiliary funds were originally based on student service activities and fees. Since Dallas College does not charge fees, the funding mechanism was an accounting transfer of funds, which did not occur this year so funds were reallocated to the unrestricted operating budget.

Scott Wright spoke about changes and efficiencies in facilities, such as energy management and energy savings by changing incandescent fixtures to LEDs. Some construction projects have been completed in-house, which is approximately \$350,000 in savings. A fleet management service department has been created to provide vehicle maintenance in-house. Construction management is now in-house with a construction manager at each campus with about \$3.6 million in savings, which has been utilized to fund additional FIP projects.

The FY 2021 expense savings are comprised of \$2.8 million from bond defeasance and \$11 million in operational savings through the reorganization, which is transitional and not permanent savings. The financial reinvestment includes scholarships, student success through counseling, workforce, and advancement through outreach for job training and job placement, and business continuity.

Trustee Flores asked if the Board would need to look at models for incremental increases of our tax rate. John Robertson responded that the Board has control to change tuition and taxes. Discussions would need to begin now for tuition changes that would be in effect for Spring.

Trustee Ritter asked about the change in compensation from 3 to 4%. Tiska Thomas responded that the change reflects the employees who were previously paid from auxiliary funds.

Trustee Flores asked about the decrease in purchased services. Tiska Thomas stated that landscaping and vehicle maintenance are now in-house services, creating cost savings.

Trustee Zimmermann spoke favorably about the vehicle maintenance and the apprenticeship opportunities for students. Trustee Boyd suggested sourcing vehicles from local cities for use by Dallas College police.

Trustee Flores asked about the diversity, equity, and inclusion (DEI) budget. Tiska Thomas stated that about \$1.5 million has been set aside for the DEI budget to cover operating expenses, professional development, consultants, and the office of sustainability. Trustee Flores also asked how to obtain funding for Board initiatives planned through the Board committees. Tiska Thomas responded that Board initiatives should be a part of the initial budget conversations and that changes in funding could be made during the Spring revision by working with business affairs and that some funding may require Board approval.

Trustee Flores suggested that chairs of Board committees be notified in advance of budget building and given the opportunity to discuss Board initiatives that may require funding.

Trustee Flores requested the amount of funding used for staff development by operational area and the staff development total, along with a comparison of 2-3 years. Tiska Thomas and John Robertson will get that information to the Board.

Trustee Ritter requested budget comparisons over the past few years to see trends. Trustee Ritter also spoke about software contracts, technology, and going paperless. Trustee Ritter requested a review and increase of the chancellor's spending authority. Trustee Boyd suggested removing immaterial items and eliminating duplication of licenses.

5. Overview of Regular Agenda Items

1. Financial Items

a. Overview of the Investment Policy and Broker-Dealers list for FY 2021-2022

Investment strategy remains consistent with the FY 2020 approach and updates have been made to safeguard principle and ensure high liquidity.

The Broker-Dealers list is updated annually and includes two veteran-owned and an African American firm. The number of trades per Broker-Dealer was presented. It is important to note that the number of trades is not proportionate to the volume.

Trustee Boyd asked how the firms are selected. Tiska stated that firms complete a questionnaire and are vetted annually. Trustee Boyd asked if there is a Hispanic firm. John Robertson responded that we would continue to look for a Hispanic firm. Trustee Bravo asked if the Brokers are local. John Robertson stated that the Brokers have local offices.

b. Overview of the Adoption of Resolution Approving the Dallas College and Richland Collegiate High School Budgets for FY 2021-2022

This is a resolution to approve the proposed budget as presented in the Budget Book.

c. Overview of the Resolution Authorizing Sale and Issuance of Dallas College Tax Notes, Series 2021

This resolution proposes an approval of \$50 million to proceed with on-going projects.

d. Overview of Approval of Date to Adopt Ad Valorem Tax Rate for 2021 Tax Year, 2022 Fiscal Year

This resolution includes a motion to set the date and propose the M&O tax rate of 10.351 cents, which is a reduction.

2. Richland Collegiate High School Items

- a. Overview of the Approval of Revised Budget for Richland Collegiate High School (RCHS) for FY 2020-2021

6. **Items for Review**

1. Committee Notes

- a. Finance Committee Notes for May 4, 2021 were not reviewed.

7. **Executive Session**

None.

8. **Adjournment** was at 4:26 p.m.

Captioned video and transcripts for Dallas College Board Meetings are available at our website, www.dcccd.edu/boardmeetingslive, under the Archived Videos section.

INFORMATIVE REPORT NO. 10.2.

Current Funds Operating Budget Report for July 2021

The Chancellor presents the report of the current funds operating budget for review for the period ending July 31, 2021.

Revenues

Taxes for Current Operations reflects a higher percentage due to more tax collections.

Transfers-In from Other Funds is higher due to \$26M Carry Forwards, \$20M Facilities Improvement Plan, \$10M ERP Implementation and \$6M Other Capital Projects transfers.

Expenses

Overall, Expenses are tracking well in keeping with expenditures at this point of the fiscal year. *Purchased Services* reflects a higher percentage due to IncludedED commitment with Follett Higher Education Group and consulting fees for One College.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2020-21 CURRENT FUNDS OPERATING BUDGET

REVENUES & EXPENDITURES

Year-to-Date July 31, 2021

	Approved Budget	Allocated Budget	Year-To-Date Actuals	Percent Budget
REVENUES				
State Appropriations	\$ 94,495,215	\$ 94,495,215	\$ 85,596,872	90.6%
Tuition	121,533,252	121,533,252	134,036,594	110.3%
Less: Waivers & Discounts	(26,119,900)	(26,119,900)	(16,753,970)	64.1%
Less: TPEG Set Aside	(6,913,352)	(6,913,352)	(4,184,619)	60.5%
Total Net Tuition	88,500,000	88,500,000	113,098,006	127.8%
Taxes	298,857,000	298,857,000	301,868,202	101.0%
Federal Grants & Contracts (Work Study)	340,000	340,000	357,716	105.2%
Investment Income	500,000	500,000	754,506	150.9%
General Revenue	1,050,000	1,050,000	1,228,436	117.0%
CARES Lost Revenue Recovery	4,200,000	4,200,000	-	0.0%
Subtotal Revenue	487,942,215	487,942,215	502,903,737	103.1%
Transfers-In From Other Funds	52,667,868	58,979,721	n/a	n/a
TOTAL REVENUE	540,610,083	546,921,936	502,903,737	92.0%

	Approved Budget	Allocated Budget	Year-to-Date Actuals	Percent Budget
EXPENSES				
Salaries & Wages	\$ 301,268,876	\$ 298,011,870	\$ 255,550,623	85.8%
Staff Benefits	37,679,217	37,793,840	32,159,395	85.1%
Purchased Services	44,635,070	69,957,644	68,454,767	97.9%
Operating Expenses	76,586,738	44,828,291	39,393,475	87.9%
Supplies & Equipment	40,349,985	56,240,094	38,567,367	68.6%
Provisions (See Summary Below)	7,200,000	7,200,000	n/a	n/a
Subtotal Expenses	507,719,886	514,031,739	434,125,627	84.5%
Transfers to Other Funds:				
Institutional Matching - Contracts/Grants	3,000,000	3,000,000	1,051,384	35.0%
Auxiliary Fund	9,890,197	9,890,197	9,890,197	100.0%
Capital Budget	20,000,000	20,000,000	n/a	n/a
TOTAL EXPENSES	540,610,083	546,921,936	445,067,208	81.4%

	Approved	Allocated Budget	Adjustments	Current Unallocated
PROVISIONS SUMMARY:				
Diversity Training	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Professional Development	1,500,000	-	-	1,500,000
CARES Lost Revenue Recovery	4,200,000	-	-	4,200,000
TOTAL PROVISIONS	7,200,000	-	-	7,200,000

	Prior Month Balance	Current Month Net Change	Current Month Balance	Year-to-Date Net Change
CASH ON HAND				
Pools & Banks	\$ 150,693,370	\$ 1,034,972	\$ 151,728,342	\$ (155,846,692)
Commerical Paper	\$ 29,994,449	\$ (9,998,087)	\$ 19,996,362	\$ (10,288,551)
Total Cash	\$ 180,687,819	\$ (8,963,115)	\$ 171,724,703	\$ (166,135,243)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2019-20 CURRENT FUNDS OPERATING BUDGET

REVENUES & EXPENDITURES

Year-to-Date - 91.7% of Fiscal Year Elapsed

UNRESTRICTED FUND

REVENUES

UNRESTRICTED FUND

	July 31, 2021			July 31, 2020		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
State Appropriations	\$ 94,495,215	\$ 85,596,872	90.6%	\$ 94,495,215	\$ 85,603,322	90.6%
Tuition	121,533,252	\$ 134,036,594	110.3%	135,475,137	130,969,871	96.7%
Less: Waivers & Discounts	(26,119,900)	\$ (16,753,970)	64.1%	(21,904,878)	(16,704,874)	76.3%
Less: TPEG Set Aside	(6,913,352)	\$ (4,184,619)	60.5%	(6,897,912)	(5,498,441)	79.7%
Total Net Tuition	88,500,000	113,098,006	127.8%	106,672,347	108,766,556	102.0%
Taxes for Current Operations	298,857,000	301,868,202	101.0%	278,882,917	280,892,106	100.7%
Work Study	340,000	357,716	105.2%	1,145,477	1,233,009	107.6%
Investment Income	500,000	754,506	150.9%	3,900,000	5,432,105	139.3%
General Revenue	1,050,000	1,228,436	117.0%	2,057,328	1,827,567	88.8%
CARES Lost Revenue Recovery	4,200,000	-	0.0%	-	-	n/a
SUBTOTAL	487,942,215	502,903,737	103.1%	807,170,325	810,054,333	97.2%
Transfers-In From Other Funds	58,979,721	n/a	n/a	-	-	n/a
Repairs & Renovations	58,979,721	n/a	n/a	8,341,412	n/a	n/a
Special Items	-	-	-	94,634,845	-	-
TOTAL REVENUES	546,921,936	502,903,737	92.0%	590,129,541	473,362,608	80.2%

EXPENSES

UNRESTRICTED FUND

	July 31, 2021			July 31, 2020		
	Allocated Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
Salaries & Wages	\$ 298,011,870	\$ 255,550,623	85.8%	\$ 296,567,139	\$ 267,516,799	90.2%
Staff Benefits	37,793,840	32,159,395	85.1%	36,770,864	33,519,960	91.2%
Purchased Services	69,957,644	68,454,767	97.9%	49,893,691	39,657,202	79.5%
Operating Expenses	44,828,291	39,393,475	87.9%	63,731,451	45,135,335	70.8%
Supplies & Equipment	56,240,094	38,567,367	68.6%	119,322,445	56,723,781	47.5%
Provisions (See Summary Below)	7,200,000	n/a	0.0%	3,301,723	n/a	0.0%
Subtotal Expenses	514,031,739	434,125,627	84.5%	569,587,313	442,553,077	77.7%
Transfers-out to Other Funds:						
Institutional Matching - Contracts/Grants	3,000,000	1,051,384	n/a	891,648	1,318,833	n/a
Auxiliary Fund	9,890,197	9,890,197	100.0%	9,924,404	9,924,404	100.0%
Capital Budget	20,000,000	n/a	n/a	9,726,176	9,726,176	100.0%
TOTAL EXPENSES	546,921,936	445,067,208	81.4%	590,129,541	463,522,490	78.5%

Provision Summary

	Approved	Year-to-Date Allocation	Balance		Approved	Year-to-Date Allocation	Balance
	\$ 7,200,000	-	7,200,000		\$ 103,394,845	(94,634,845)	8,760,000

INFORMATIVE REPORT NO. 10.3.

Notice of Grant Awards (September 2021)

The Notice of Grants Awards report reflects alignment with current Dallas College Strategic Priorities. The report references the following seven priorities:

1. Meet the goals of 60x30TX
2. Impact Income Disparity throughout our community
3. Streamline and Support Navigation to and Through Our College and Beyond
4. Strengthen the Career Connected Learner Network and Implement the Student-Centric One College Organization
5. Foster an Equitable, Diverse and Inclusive Environment for Employees and Students
6. Re-design Professional Development to Create a Diverse and Inclusive High Performing Work and Learning Environment
7. Serve as the Primary Provider in the Talent Supply Chain Throughout the Region

Funding agencies define fiscal years for each grant, which often do not align with Dallas College's fiscal year. Dallas College administers grants in accordance with requirements of the funding agency and its own policies and procedures. This report is for informative purposes only.

Recipient: Mountain View/School of Health Science

Purpose: Support state's public nursing programs to improve services leading to more graduates to increase the number of nurses in the workforce.

Priority: 1,7

Funding Source: Texas Higher Education Coordinating Board

Students Served: 130

Amount: \$21,060

Term: 9/1/21-8/31/2025

Recipient: Brookhaven/School of Health Science

Purpose: Support state's public nursing programs to improve services leading to more graduates to increase the number of nurses in the workforce.

Priority: 1,7

Funding Source: Texas Higher Education Coordinating Board

Students Served: 130

Amount: \$142,156

Term: 9/1/21-8/31/2025

Recipient: Bill J. Priest/TREC Grant

Purpose: Impact Income Disparity throughout our community, Strengthen the Career Connected Learner Network and Implement the Student-Centric One College Organization, Serve as the Primary Provider in the Talent Supply Chain Throughout the Region.

Priority: Workforce and Advancement

Funding Source: TREC The Real Estate Council

Students Served: 200 small businesses assisted at 75/year, 250 jobs created at 84/year

Amount: \$174,958

Term: 10/15/2021 – 10/14/2022

Recipient: Dallas College: Student Success

Purpose: Work Study Student Mentorship Programs provide funding for eligible college students to mentor students at participating institutions to provide college-going information and assistance to high school students about entering college education and assisting pre-college and college students with mentoring components of the application process.

Priority: Streamline and Support Navigation to and Through Our College and Beyond

Funding Source: Texas Higher Education Coordinating Board

Students Served: Total 42 students {6 students per campus (7)}.

Amount: \$149,199

Term: 09/01-/2021 – 08/31/2022

Recipient: Dallas College- Bill J. Priest Institute

Purpose: This grant project will address the need to upskill and close skill gaps that employers encounter today. This funding will also assist employers with the design and implementation of customized job-training projects to increase the skills level and wages of the Texas workforce.

Priority: 7

Funding Source: Texas Workforce Commission

Students Served: 23

Amount: \$50,000

Term: 08/06/2021 – 08/31/2022

Grant Awards Reported in Fiscal Year 2021-2022

September 2021 \$537,373.00

October 2021

November 2021

December 2021

January 2022

February 2022

March 2022

April 2022

May 2022

June 2022

July 2022

August 2022

Total to Date **\$537,373.00**

INFORMATIVE REPORT NO. 10.4.

Monthly Award and Change Order Summary

Listed below are the awards and change orders approved by the Chief Financial Officer in July 2021.

CHANGE ORDERS

AADVAL, Inc. Winter Storm Damage – ECC Purchase Order No. B38780 Change Order No. 1	
<u>Scope:</u>	Asbestos abatement and mold remediation for El Centro Campus Building A.
<u>Change:</u>	This change order includes additional drywall, flooring, cabinet/countertop, and insulation abatement.
	Original Contract Amount \$279,000
	Change Order Limit/Contingency \$0
	Prior Change Order Total Amounts \$0
	Net Change \$1,900
	Revised Contract Amount \$280,900

Alliance Geotechnical Group, Inc. Construction Sciences Building – NLC Purchase Order No. B38508 Change Order No. 1	
<u>Scope:</u>	Construction materials testing for the Construction Sciences Building at Coppell Center.
<u>Change:</u>	This additional service provides masonry leak and pressure testing of the new building and courtyard soil testing including 230 field density tests and 4 proctor tests.
	Original Contract Amount \$75,557
	Change Order Limit/Contingency \$0
	Prior Change Order Total Amounts \$0
	Net Change \$38,850
	Revised Contract Amount \$114,407

Brown Reynolds Watford Architects, Inc.
Early College High School Building – MVC
Purchase Order No. B37702
Change Order No. 2

Scope: Architectural services for the development of the Early College High School Building at Mountain View Campus.

Change: This additional service provides two site plans for the amendment to the existing Special Use Permit.

Original Contract Amount	\$1,384,900
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$190,100
Net Change	\$5,145
Revised Contract Amount	\$1,580,145

Corgan Associates, Inc.
ECHS/BHGT Building – RLC
Purchase Order No. B37693
Change Order No. 2

Scope: Architectural and engineering design services for Richland Campus ECHS/BHGT building, which will serve the Early College High School program and School of Business, Hospitality and Global Trade.

Change: This additional service redesigns the roof framing structure to replace steel joists with wide flange beams.

Original Contract Amount	\$2,893,760
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$10,000
Net Change	\$15,000
Revised Contract Amount	\$2,918,760

Surveying And Mapping, LLC
SUE Services – BHC, CVC, EFC, NLC
Purchase Order No. B38278
Change Order No. 1

Scope: Subsurface utility engineering (SUE) services for Brookhaven, Cedar Valley, Eastfield, and North Lake Campuses.

Change: This additional service provides SUE rework at Eastfield Campus.

Original Contract Amount	\$1,074,084
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$0
Net Change	\$19,100
Revised Contract Amount	\$1,093,184

Vantage Environmental Services, LP.
Asbestos/Environmental Testing – CW
Purchase Order No. B36995
Change Order No. 5

Scope: Provide asbestos/environmental management services collegewide.

Change: This additional service adds asbestos and mold mitigation at El Centro, sprinkler installation at Cedar Valley, water testing, and other services provided through August 2021.

Original Contract Amount	\$86,313
Change Order Limit/Contingency	\$0
Prior Change Order Total Amounts	\$76,125
Net Change	\$30,000
Revised Contract Amount	\$192,438

Phillips May Corporation – Bid #RFCSP 2020-46
HVAC Renovation – CVC
Purchase Order No. B37551
Change Order No. 6

Scope: Commercial HVAC Center of Excellence renovation at Cedar Valley Campus.

Change: This change order provides data drops to existing equipment and Projectmates license renewal.

Original Contract Amount	\$2,157,333
Change Order Limit/Contingency	\$323,600
Prior Change Order Total Amounts	\$170,549
Net Change	\$49,922
Revised Contract Amount	\$2,377,804

Mart, Inc. – Bid #RFBC 2019-16
IT Closet Upgrades – CVC
Purchase Order No. B37290
Change Order No. 13

Scope: IT Closet Upgrades at Cedar Valley Campus.

Change: This change order adds conduits for security and extends the contract by 7 days.

Original Contract Amount	\$7,119,379
Change Order Limit/Contingency	\$1,067,907
Prior Change Order Total Amounts	\$128,354
Net Change	\$13,905
Revised Contract Amount	\$7,261,638

Mart, Inc. – Bid #RFBC-2019-3
IT Closet Upgrades – RLC
Purchase Order No. B37103
Change Order No. 17

Scope: IT closet upgrades at Richland Campus.

Change: This change order replaces and upgrades an existing electrical circuit breaker.

Original Contract Amount	\$4,199,717
Change Order Limit/Contingency	\$629,958
Prior Change Order Total Amounts	\$195,823
Net Change	\$329
Revised Contract Amount	\$4,395,869

Tegrity Contractors Inc. – Bid # RFBC 2020-54
IT Closet Upgrades – BHC
Purchase Order No. B38291
Change Order No. 4

Scope: IT closet upgrades at Brookhaven Campus.

Change: This change order extends the contract time by 25 days due to the winter storm, rescoping of cable pathways, inaccessibility to workspace and fiber material shortages and shipping delays.

Original Contract Amount	\$3,597,777
Change Order Limit/Contingency	\$539,667
Prior Change Order Total Amounts	\$89,085
Net Change	\$0
Revised Contract Amount	\$3,686,862

Tegrity Contractors Inc. – Bid # RFBC 2020-54

IT Closet Upgrades – BHC

Purchase Order No. B38291

Change Order No. 5

Scope: IT closet upgrades at Brookhaven Campus.

Change: This change order adds electrical upgrades, underground conduit, door sweeps, and security cabling.

Original Contract Amount	\$3,597,777
Change Order Limit/Contingency	\$539,667
Prior Change Order Total Amounts	\$89,085
Net Change	\$116,266
Revised Contract Amount	\$3,803,128



Workforce & Advancement/Ascend Institute

Detailed Breakdown

(*) Reporting Period: 7/1/21 to 7/31/21

<u>Company</u>	<u>Type of Training</u>	<u>Length of Class (Hrs)</u>	<u>Participants</u>	<u>Revenue</u>
Dallas County	Leadership webinars (9 classes)	2-4	116	\$3,740.00
Dallas County	CPR/First Aid/AED	7	10	\$2,000.00
Dallas Fire Rescue	Firefighter Certification I-IV, Environmental (66 classes)	18-128	1,783	\$9,875.00
Dallas News	Excel I	8	10	\$2,906.00
Dallas News	Excel II	8	11	\$2,906.00
DART	Wheels, Tires, and Tire Equipment	16	4	\$2,400.00
DART	Steering and Suspension	16	4	\$2,400.00
DART	Automotive Electrical Troubleshooting	40	4	\$6,000.00
DeSoto Economic Development Corp	Customer Service - Social Media	3		\$2,550.00
Duncaville ISD	Certified Nurses Aid Clinical/Nurse Aide for Healthcare	100	16	\$15,680.00
Garrett Metal Detectors	Business Productivity	1	36	\$1,260.00
General Dynamics OTS	Leadership series (Grp A)	24	22	\$7,200.00
General Dynamics OTS	Leadership series (Grp B)	24	13	\$7,200.00
General Dynamics OTS	Leadership series (Grp C)	24	16	\$7,200.00
General Dynamics OTS	Leadership series (Grp D)	28	7	\$8,400.00
Gulf Coast Workforce	Drug Classification	48	26	\$9,984.00
KLLM	Co-enrollment in Logistics Training	32-80		\$4,500.00
The Landon	Emeritus	2.5	11	\$250.00
Total :				\$96,451.00

INFORMATIVE REPORT NO. 10.6.

Dallas College Foundation Report (July 2021)

The Foundation presents the monthly activity report reflecting incoming donations for scholarships, programs, and services.

Dallas College Foundation Net Assets

09/01/14 \$40,327,988
09/01/15 \$41,183,692
09/01/16 \$43,049,433
09/01/17 \$52,709,066
09/01/18 \$56,485,722
09/01/19 \$57,812,606
09/01/20 \$64,519,027

Gifts Reported in Fiscal Year 2020-2021

<u>Month Reported</u>	<u>Scholarships</u>	<u>Programs & Services</u>	<u>Total</u>
September 2020	\$ 3,222	\$ 347,465	\$ 350,687
October 2020	\$ 8,856	\$ 351,965	\$ 360,821
November 2020	\$ 27,056	\$ 213,924	\$ 240,980
December 2020	\$ 1,625	\$ 371,898	\$ 373,523
January 2021	\$157,922	\$ 892,367	\$1,050,289
February 2021	\$ 27,465	\$ 62,631	\$ 90,096
March 2021	\$ 12,489	\$ 506,145	\$ 518,634
April 2021	\$ 8,691	\$ 8,535	\$ 17,226
May 2021	\$ 411	\$ 12,094	\$ 12,505
June 2021	\$ 4,689	\$ 602,642	\$ 607,331
July 2021	\$ 14,695	\$ 274,945	\$ 289,640
Total	\$ 267,121	\$3,644,611	\$3,622,092



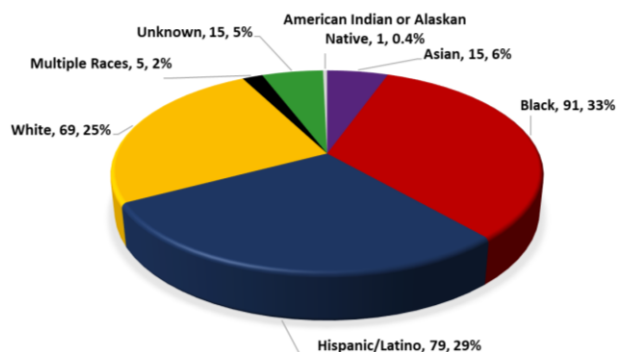
Dallas College Human Capital

New Hire/Position Report July 12, 2021 – August 12, 2021

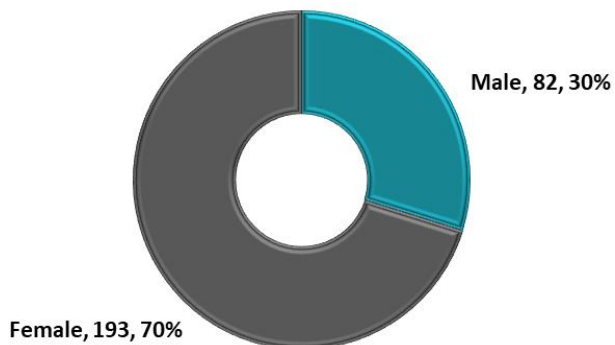
TALENT ACQUISITION PROFILE

The Talent Acquisition Profile represents all full-time employees that were hired, promoted, or placed during the reporting period.

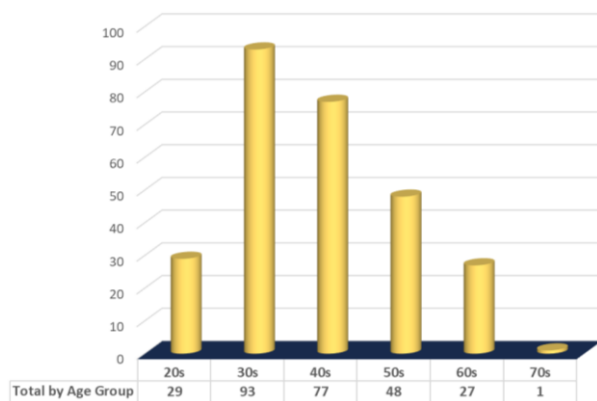
Ethnicity



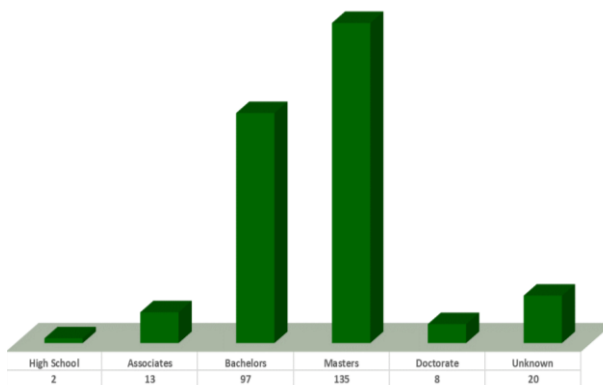
Gender



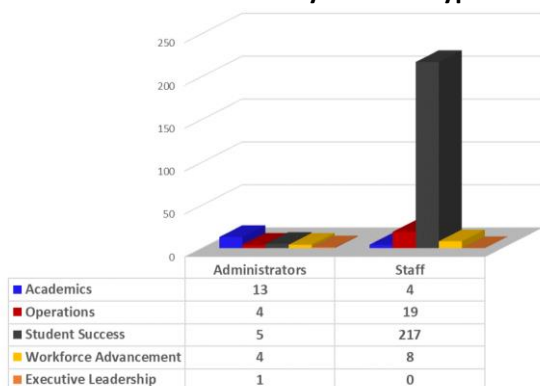
Age



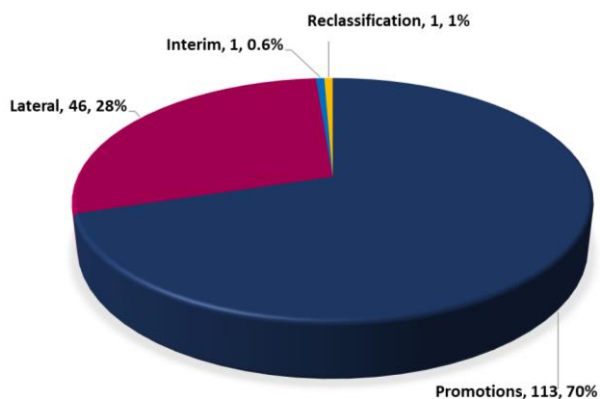
Education



Functional Areas by Position Type



Position Changes Due to Reorganization





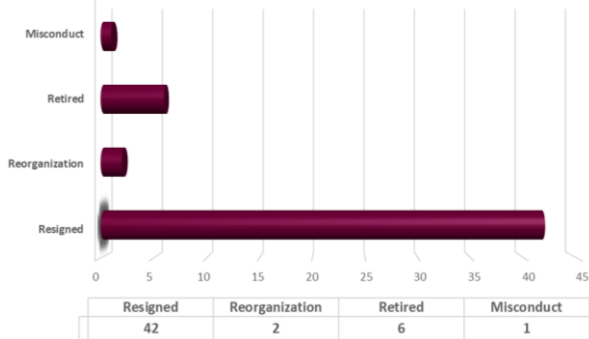
Dallas College Human Capital

New Hire/Position Report July 12, 2021 – August 12, 2021

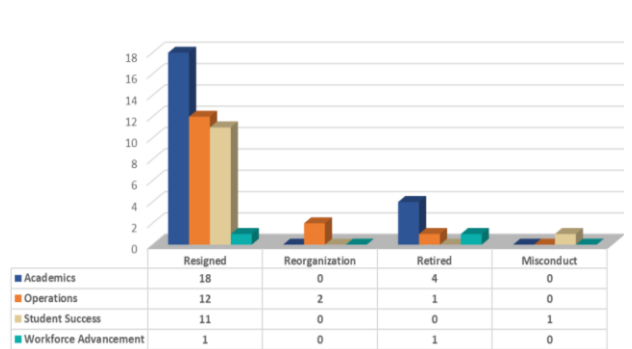
FULL-TIME TERMINATION PROFILE

This profile represents all full-time employees impacted by the Dallas College reorganization or other reasons such as retirement, misconduct, death, etc.

Terminations



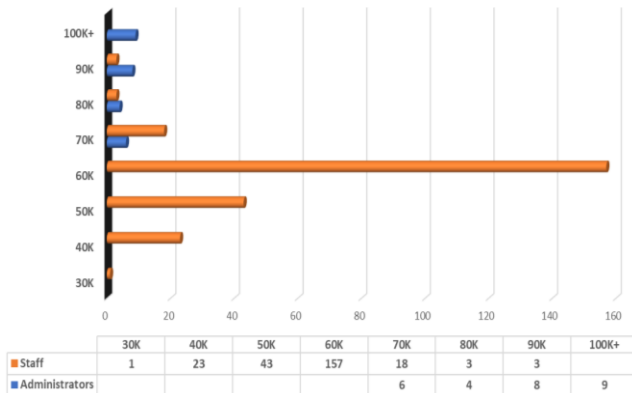
Terminations by Functional Area



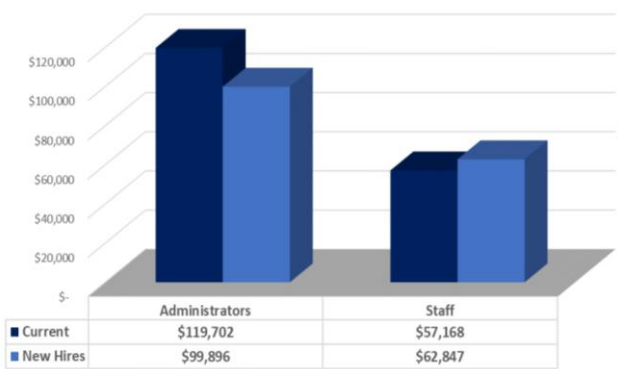
COMPENSATION PROFILE

The graphics represent the salary rates of new and promoted employees as well as a comparative analysis of their salaries and the salaries of current employees.

Salary Ranges by Position Type



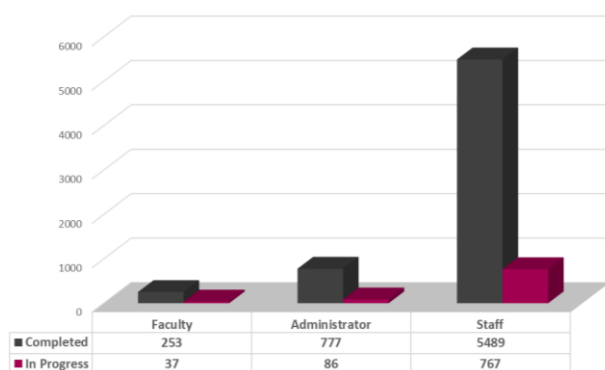
Salary Averages



EMPLOYEE TRAINING PROFILE

The charts below represent Professional Development training sessions tracked through Cornerstone.

Training Completions by Position Type



Top 5 Completed Training Topics

Title	Count
Accessibility 101, Module 4: Accessible External Content	1000
Accessibility 101, Module 3: Accessible Multimedia	964
A Guide to Safely Returning to the Workplace	931
Annual Performance Evaluation Training for Staff	472
Accessibility 101, Module 2: Accessible Text Formatting	353



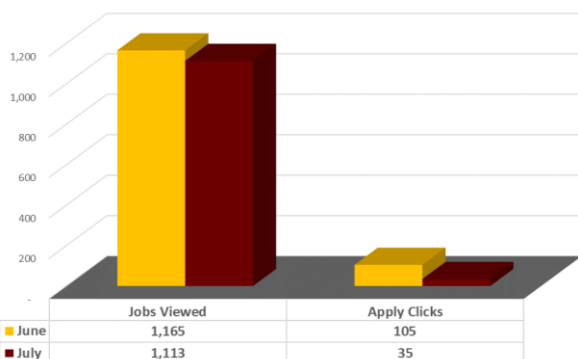
Dallas College Human Capital

New Hire/Position Report July 12, 2021 – August 12, 2021

RECRUITING PROFILE OF DIVERSITYJOBS.COM

This profile is a recruiting overview of Dallas College's presence on DiversityJobs.com. This site publishes to eleven sites focusing on promoting jobs to diverse populations.

Engagement June and July 2021



Overall Engagement
Total Jobs Posted N=2070

